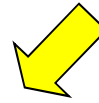




AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time:

Tuesday, May 14, 2019 **6:15 P.M.**

Location:

City Hall, Committee Room #205, 101 South Blvd. Baraboo

Members Noticed:

Joel Petty, Scott Sloan, Dennis Thurow

Others Noticed:

Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm, P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve

1. **Call Meeting to Order**

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve April 23, 2019 minutes.
- d. Approve agenda.

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

2. **Action Items**

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$1,903,764.50 ***
- b. Review and recommendation to Common Council to accept the bid for Asbestos Abatement at 314 Depot Street from Dirt Ducts Cleaning and Environmental, Inc. in the amount of \$10,855.00. *
- c. Review and recommendation to Common Council to purchase land, currently owned by the First United Methodist Church, on behalf of the Baraboo Public Library. *
- d. Review and recommendation to Common Council to accept the 25-foot wide x 1,013-foot (+/-) permanent Storm Easement be obtained from the Sauk County Agricultural Society, Inc. in accordance with the attached Sanitary Easement and Exhibit. *
- e. Review and recommendation to the City Council to make amendments to §1.10 of the Baraboo Municipal Code relating to the Office of the City Administrator. *

3. **Information Items**

- Review and discussion of the City Administrator's Position Description
- City Attorney's report on insurance claims
 - Claim Denial – Donald Dietzen requested approximately \$1,200 for damage to vehicle allegedly due to pothole

4. **Adjournment**

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 05/10/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Thurow, Sloan

Absent: none

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of April 9, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,022,818.43**. Motion carried unanimously.
- b) **Approve budget amendment of \$1,792 for window washing at Municipal Bldg** – C. Haggard noted that the original budget included \$800 for this and therefore needs a transfer from fund balance of \$1,792. The agreement with Weyh's Window Washing is for a one-year agreement. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Authorize the Baraboo-Wisconsin Dells Regional Airport Commission to petition for State Airport Development Aid** – Adm. Geick explained that we are required to submit a petition to the Bureau of Aviation from the Airport Commission. This annual process must include recommendation by the City Council as well as the Village Board of Lake Delton. Adm. Geick reviewed the Capital Budget plan for the Airport. Moved by Sloan, seconded by Thurow to acknowledge that the Airport Commission has approved this and recommend to Council for action. Motion carried unanimously.
- d) **Authorize the First Amendment to the Intergovernmental Agreement with West Baraboo for use of the 2018/2019 Stewardship Grant Funds** – M. Hardy reminded the committee that a few years ago we co-applied for grant money for a kayak launch and river improvements. While we did not receive the full grant, the DNR did offer us some grant funds and it was decided that this money be used for the kayak launch. Because the Village of West Baraboo applied for the grant, they are responsible for the final reimbursement request. This amendment allows Mike Hardy to complete the required paperwork needed for reimbursement. He will then forward the documents to the Village of West Baraboo for submittal. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Authorize the formation of Complete Count Committees for the 2020 United States Census Bureau** – This is similar to the Committee that was formed for the 2010 Census. Moved by Sloan, seconded by Thurow to amend the resolution to be "2020" and recommend to Council for action. Motion carried unanimously.

Informational Items

- a) City Attorney's report on insurance claims
 - o Claim Denial – Logan Klem requested \$211.00 for damages to vehicle due to alleged pothole
 - o Claim Denial – Sandra Gade requested \$267.00 for damages to vehicle due to alleged pothole

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:43pm.
Brenda Zeman, City Clerk



City of Baraboo, Wisconsin

Finance Department

101 South Boulevard

Baraboo, WI 53913

May 14, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 1,051,320.22	May 10, 2019
Utility	\$ 515,440.47	April 30, 2019
ACH	\$ 672.86	April 30, 2019
Payroll Remittance Checks	\$ 329,729.40	April 3, 2019
Department Purchasing Cards	\$ 6,601.55	May 9, 2019
Total expenditures	\$ 1,903,764.50	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187453							
05/10/2019	187453	SYSTEMS PLUS OF WIS	9828	04/15/2019	CITY-FIRE MONITORING MAY 2	100-11-51640-260-000	396.67
05/10/2019	187453	SYSTEMS PLUS OF WIS	9828	04/15/2019	CITY-FIRE MONITORING MAY 2	100-00-16200-000	198.33
Total 187453:							595.00
187454							
05/10/2019	187454	ACTION FLAG CO.	29988	04/23/2019	CITY-FLAG	100-11-51640-350-000	82.76
Total 187454:							82.76
187455							
05/10/2019	187455	ALLIANT ENERGY	015803-0429	04/29/2019	PW-TRAFFIC SIGNALS APRIL	100-31-53300-222-000	235.54
05/10/2019	187455	ALLIANT ENERGY	086392-0429	04/29/2019	PW-STREET LIGHTS APR19	100-31-53420-222-000	1,753.26
05/10/2019	187455	ALLIANT ENERGY	256545-0417	04/17/2019	PK-CITYVIEW ELECTRIC	100-52-55200-222-000	50.81
05/10/2019	187455	ALLIANT ENERGY	275245-0226	08/26/2017	PW-INDUSTRIAL CT AUG 17 +F	100-31-53420-222-000	158.17
05/10/2019	187455	ALLIANT ENERGY	281633-0429	04/29/2019	PW-STREET LIGHTING APRIL 1	100-31-53420-222-000	9,091.07
05/10/2019	187455	ALLIANT ENERGY	281633-0930	09/30/2018	PW-STREETLIGHTS SEPT 18 N	100-31-53420-222-000	9,879.75
05/10/2019	187455	ALLIANT ENERGY	514075-0409	04/09/2019	FD - 120 5TH STREET GAS	100-21-51620-223-000	44.69
05/10/2019	187455	ALLIANT ENERGY	514075-0409	04/09/2019	FD - 120 5TH STREET ELECTRI	100-21-51620-222-000	109.38
05/10/2019	187455	ALLIANT ENERGY	514632-0826	08/26/2017	PW-BADGER DR AUG 17 + FC	100-31-53420-222-000	214.31
05/10/2019	187455	ALLIANT ENERGY	653516-0227	08/27/2018	PW-HWY 12 AUG 17 + FC	100-31-53420-222-000	228.80
05/10/2019	187455	ALLIANT ENERGY	656622-0227	08/27/2018	PW-SOUTH BLVD AUG 17 + FC	100-31-53420-222-000	106.14
05/10/2019	187455	ALLIANT ENERGY	908384-0429	04/29/2019	PW-POTTER/BRIAR ELECTRIC	100-31-51630-222-000	107.81
05/10/2019	187455	ALLIANT ENERGY	908384-0429	04/29/2019	PW-POTTER/BRIAR ST HEAT	100-31-51630-223-000	81.89
Total 187455:							22,061.62
187456							
05/10/2019	187456	AMERICAN LEGION POS	04242019	04/24/2019	CITY- FLAG ORDER 2019	100-10-55310-390-000	1,235.52
Total 187456:							1,235.52
187457							
05/10/2019	187457	AMERIGAS - BARABOO	648354753	04/29/2019	PW-FILL 33.5 LB CYLINDER FO	100-31-53270-340-000	104.07
Total 187457:							104.07
187458							
05/10/2019	187458	BADGER SPORTING GO	AAR007219-	04/29/2019	REC-SOFTBALLS & SCOREBOO	100-53-55300-340-090	351.33
Total 187458:							351.33
187459							
05/10/2019	187459	BARABOO AREA HOMEL	05062019	05/06/2019	LIB-BARABOO READS DONATIO	850-51-55110-300-000	200.00
Total 187459:							200.00
187460							
05/10/2019	187460	BARABOO POWER EQUI	58568	03/11/2019	PW-BAR NUT	100-31-53240-350-000	3.74
05/10/2019	187460	BARABOO POWER EQUI	59288	04/02/2019	PW-SQUARE NUT (ST6IHL CON	100-31-53240-350-000	2.71
05/10/2019	187460	BARABOO POWER EQUI	60417	04/24/2019	CC-MOWER OIL & FILTER	100-52-55130-340-000	23.19
Total 187460:							29.64

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187461							
05/10/2019	187461	BAYCOM, INC.	PB1175	05/03/2019	PD- CAMERA & AUDIO FOR INT	100-20-52110-814-000	6,434.00
Total 187461:							6,434.00
187462							
05/10/2019	187462	BEACON ATHLETICS	0503555-IN	04/15/2019	PK-MOUND CLAY	100-52-55200-280-000	622.00
Total 187462:							622.00
187463							
05/10/2019	187463	BEAVER OF WISCONSIN	099695	04/15/2019	PW-POWER WASHER SUPPLIE	100-31-53270-340-000	386.50
Total 187463:							386.50
187464							
05/10/2019	187464	BOBCAT OF JANESVILLE	02-133309	04/24/2019	FORESTRY-CHIPPER PARTS	100-52-56110-250-000	336.08
Total 187464:							336.08
187465							
05/10/2019	187465	BROOKS TRACTOR INC.	S88029	04/18/2019	PW-#34 JD DOZER; WASHER, M	100-31-53240-350-000	383.83
05/10/2019	187465	BROOKS TRACTOR INC.	S88034	04/18/2019	PW-#34 EXHAUST PIPE	100-31-53240-350-000	252.76
Total 187465:							636.59
187466							
05/10/2019	187466	CANNON, PATRICK	2019-4B	04/19/2019	CITY-CDA APR 2019 PROPERTY	100-67-56710-290-000	3,030.00
Total 187466:							3,030.00
187467							
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	AIR-APRIL PHONE 2019	630-35-53510-220-000	.07
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	PS/CH-APRIL PHONE 2019	100-11-51640-220-000	.97
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	MAYOR-APRIL PHONE 2019	100-10-51410-220-000	.91
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	FIN-APRIL PHONE 2019	100-11-51500-220-000	8.65
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	ASSESS-APRIL PHONE 2019	100-11-51530-220-000	1.36
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	TRE-APRIL PHONE 2019	100-11-51520-220-000	5.00
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	ATTY-APRIL PHONE 2019	100-13-51300-220-000	2.27
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	ADMIN-APRIL PHONE 2019	100-14-51400-220-000	3.19
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	UW-APRIL PHONE 2019	800-80-55600-220-000	.15
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	PD-APRIL PHONE 2019	100-20-52110-220-000	9.11
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	FD-APRIL PHONE 2019	100-21-52200-220-000	5.91
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	ENG-APRIL PHONE 2019	100-30-53100-220-000	3.18
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	BG INS-APRIL PHONE 2019	100-22-52400-220-000	1.83
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	PW-APRIL PHONE 2019	100-31-53230-220-000	3.18
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	CC-APRIL PHONE 2019	100-52-55130-220-000	1.30
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	REC-APRIL PHONE 2019	100-52-55200-220-000	1.16
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	ZOO-APRIL PHONE 2019	100-52-55410-220-000	.27
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	REC-APRIL PHONE 2019	100-53-55300-220-000	1.16
05/10/2019	187467	CENTURYLINK	1467525284	04/30/2019	POOL-APRIL PHONE 2019	100-53-55420-220-000	.26
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	MAYOR-APR 2019 PHONE	100-10-51410-220-000	14.99
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	ATTY-APR 2019 PHONE	100-13-51300-220-000	14.99
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05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	FIN-APR 2019 PHONE	100-11-51500-220-000	37.46
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Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
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05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	UTILITIES-APR 2019 PHONE	100-00-15640-000	52.45
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	ASSESSOR-APR 2019 PHONE	100-11-51530-220-000	14.99
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	TREAS-APR 2019 PHONE	100-11-51520-220-000	22.48
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	PD-APR 2019 PHONE	100-20-52110-220-000	292.21
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	FD-APR 2019 PHONE	100-21-52200-220-000	44.96
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	BLDG INSP-APR 2019 PHONE	100-22-52400-220-000	14.99
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	ENG-APR 2019 PHONE	100-30-53100-220-000	37.46
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	PW-APR 2019 PHONE	100-31-53230-220-000	59.94
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	PK-APR 2019 PHONE	100-52-55200-220-000	44.95
05/10/2019	187467	CENTURYLINK	301217856-0	04/17/2019	REC-APR 2019 PHONE	100-53-55300-220-000	22.48
05/10/2019	187467	CENTURYLINK	301217859-0	04/17/2019	CC-PHONE	100-52-55130-220-000	64.77
05/10/2019	187467	CENTURYLINK	301217859-0	04/17/2019	ZOO-PHONE	100-52-55200-220-000	10.55
05/10/2019	187467	CENTURYLINK	301217859-0	04/17/2019	POOL-PHONE	100-53-55420-220-000	45.85
05/10/2019	187467	CENTURYLINK	301217859-0	04/17/2019	PK-PHONE	100-52-55200-220-000	21.82
05/10/2019	187467	CENTURYLINK	301217859-0	04/17/2019	REC-PHONE	100-53-55300-220-000	21.82
05/10/2019	187467	CENTURYLINK	301300963-0	04/17/2019	AIR-PHONE APR 2019	630-35-53510-220-000	60.12
Total 187467:							1,122.01
187468							
05/10/2019	187468	CHECKERED FLAG EMB	16976	04/24/2019	PD- CARROLL UNIFORM HATS	100-20-52110-346-000	50.00
Total 187468:							50.00
187469							
05/10/2019	187469	CINTAS CORPORATION #	1900552068	04/25/2019	PW-DISPOSABLE GLOVES	100-31-53270-340-000	78.20
05/10/2019	187469	CINTAS CORPORATION #	4015819451	01/30/2019	FD - RUGS	100-21-51610-260-000	40.80
05/10/2019	187469	CINTAS CORPORATION #	4016556853	02/13/2019	FD - RUGS	100-21-51610-260-000	40.80
05/10/2019	187469	CINTAS CORPORATION #	4018115244	03/13/2019	FD - RUGS	100-21-51610-260-000	40.80
05/10/2019	187469	CINTAS CORPORATION #	4018921310	03/27/2019	FD - RUGS	100-21-51610-260-000	44.18
05/10/2019	187469	CINTAS CORPORATION #	4020193451	04/17/2019	CITY-MATS	100-11-51640-260-000	37.18
05/10/2019	187469	CINTAS CORPORATION #	4020597984	04/24/2019	FD - RUGS	100-21-51610-260-000	44.18
05/10/2019	187469	CINTAS CORPORATION #	4020598160	04/23/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	47.25
05/10/2019	187469	CINTAS CORPORATION #	4020598244	04/23/2019	CITY-MATS	100-11-51640-260-000	37.18
05/10/2019	187469	CINTAS CORPORATION #	4021041334	04/30/2019	CITY-MATS	100-11-51640-260-000	20.50
05/10/2019	187469	CINTAS CORPORATION #	4021456074	05/08/2019	CITY-MATS	100-11-51640-260-000	20.50
Total 187469:							451.57
187470							
05/10/2019	187470	CLANCY SYSTEMS	BW1903	04/19/2019	PD- CITATION FORMS	100-20-52110-270-000	810.00
05/10/2019	187470	CLANCY SYSTEMS	BW1903	04/19/2019	PD- MAR SUPPORT FEES	100-20-52110-270-000	790.26
Total 187470:							1,600.26
187471							
05/10/2019	187471	COMMUNITY DEVELOPM	05072019	05/07/2019	TRE-JESSICA SCHMUDLACH S	100-00-25980-000	240.25
Total 187471:							240.25
187472							
05/10/2019	187472	COMPLETE OFFICE OF	343810	05/06/2019	CITY-COPY PAPER	100-11-51500-250-000	190.32
05/10/2019	187472	COMPLETE OFFICE OF	343810	05/06/2019	CLK-LABELS, HANGING FILES	100-11-51420-310-000	47.97

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 187472:							238.29
187473							
05/10/2019	187473	COMPLIANCE SERVICES	35300	04/25/2019	ENG-DRUG/ALCOHOL VERTEIN	100-14-51430-217-000	187.00
05/10/2019	187473	COMPLIANCE SERVICES	35307	04/25/2019	PD- DRUG SCREEN SCOTT SMI	100-20-52110-215-000	69.00
Total 187473:							256.00
187474							
05/10/2019	187474	D.L. GASSER CONSTRU	5000020494	05/01/2019	PW-6.520 TON COLD MIX (PATC	100-31-53300-379-000	407.50
05/10/2019	187474	D.L. GASSER CONSTRU	5000020498	05/02/2019	PW-2.150 TONS COLD MIX	100-31-53300-379-000	134.38
Total 187474:							541.88
187475							
05/10/2019	187475	Damarc Quality Inspection	42355	04/23/2019	PK-PIERCE PARK BOILER TEST	100-52-55200-260-000	60.00
Total 187475:							60.00
187476							
05/10/2019	187476	DANA INVESTMENTS INC	67782	04/13/2019	TRE-2ND QTR INVESTMENT SE	100-00-11710-000	1,731.26
Total 187476:							1,731.26
187477							
05/10/2019	187477	DELL MARKETING LP	1031037451	04/17/2019	TRE-PRINTER TONER	100-11-51520-310-000	156.39
05/10/2019	187477	DELL MARKETING LP	1031433538	05/08/2019	FIN-TONER FOR CALE	100-11-51500-311-000	104.00
Total 187477:							260.39
187478							
05/10/2019	187478	DELLS-MAID CLEANING	1130	02/27/2019	FD - CLEANING SERVIES	100-21-51610-260-000	87.50
05/10/2019	187478	DELLS-MAID CLEANING	1176	04/18/2019	FD - CLEANING SERVIES 4/18	100-21-51610-260-000	87.50
05/10/2019	187478	DELLS-MAID CLEANING	1187	04/30/2019	FD - CLEANING SERVICES	100-21-51610-260-000	175.00
Total 187478:							350.00
187479							
05/10/2019	187479	DON-RICK INSURANCE I	570922	05/02/2019	FD-ADD 2014 FORD EXP	100-21-52200-510-000	229.00
Total 187479:							229.00
187480							
05/10/2019	187480	ECONOPRINT INC	798649	03/29/2019	REC-SUMMER ACTIVITY GUIDE	100-53-55300-210-000	1,903.48
Total 187480:							1,903.48
187481							
05/10/2019	187481	EWALD MOTORS OF OC	14063	04/30/2019	TAXI-TITLE/REG 2C4RDGBG6K	230-11-53500-810-000	74.50
05/10/2019	187481	EWALD MOTORS OF OC	14063C	04/30/2019	TAXI-LIEN FEE 2C4RDGBG6KR6	230-11-53500-810-000	10.00
05/10/2019	187481	EWALD MOTORS OF OC	2C4RDGBG6	04/30/2019	TAXI-MINIVAN, ACCESSIBLE, R	230-11-53500-810-000	36,176.00
Total 187481:							36,260.50

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187482							
05/10/2019	187482	FAIRFIELD CONCRETE	CITY OF BA	04/24/2019	ENG-LAKE ST SIDEWALK	100-30-53430-270-000	400.00
Total 187482:							400.00
187483							
05/10/2019	187483	FARRELL EQUIPMENT &	1011606	04/03/2019	PW-GATORBACK MORTAR BOA	100-31-53230-340-000	59.98
05/10/2019	187483	FARRELL EQUIPMENT &	1011859	04/04/2019	PW-SIGNS; CHAMFR SONOTUB	100-31-53300-364-000	188.48
Total 187483:							248.46
187484							
05/10/2019	187484	FASTENAL COMPANY	WIBAR20949	04/08/2019	PW-RESPIRATORS	100-31-53230-319-000	20.51
05/10/2019	187484	FASTENAL COMPANY	WIBAR20950	04/08/2019	PK-CABLE TIES	100-52-55200-350-000	11.90
05/10/2019	187484	FASTENAL COMPANY	WIBAR20951	04/08/2019	FD - SAW BLADES	100-21-52200-350-000	49.96
Total 187484:							82.37
187485							
05/10/2019	187485	FIRST UNITED METHODIST	050619	05/07/2019	LIB- PURCHASE CHURCH PRO	851-51-55110-821-000	45,000.00
Total 187485:							45,000.00
187486							
05/10/2019	187486	GALLS QUARTERMASTER	012447398	04/10/2019	PD- GUN LOCK FOR SQUAD 45	100-20-52110-392-000	175.00
Total 187486:							175.00
187487							
05/10/2019	187487	HAGGARD, CYNTHIA	05012019	05/01/2019	FIN-EHLER'S & WGFOA CONF E	100-11-51500-330-000	193.36
Total 187487:							193.36
187488							
05/10/2019	187488	HARDY, MICHAEL	042419	04/24/2019	PK-HARDY MILEAGE GSST ME	100-52-55200-330-000	20.30
Total 187488:							20.30
187489							
05/10/2019	187489	HARTJE TIRE & SERVICE	40-62938	04/08/2019	PW-#27 TIRE REPAIR	100-31-53240-341-000	558.30
Total 187489:							558.30
187490							
05/10/2019	187490	HOHLS FARM SUPPLY IN	67580	04/15/2019	PK-SEED MIX	100-52-55200-377-000	260.00
05/10/2019	187490	HOHLS FARM SUPPLY IN	67883	04/25/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	33.40
05/10/2019	187490	HOHLS FARM SUPPLY IN	68177	04/30/2019	PW-WEED SPRAY	100-31-53640-340-000	181.39
Total 187490:							474.79
187491							
05/10/2019	187491	HOLIDAY WHOLESALE	8966028	04/16/2019	CITY-LYSOL,CLEANERS,SOAP,T	100-11-51640-340-000	1,104.87
Total 187491:							1,104.87

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187492							
05/10/2019	187492	HONEY CREEK TREE NU	2019-03	04/21/2019	FOR-OCHSNER PARK TREE	100-52-56110-377-000	375.00
Total 187492:							375.00
187493							
05/10/2019	187493	INTERNATL SOCIETY OF	5719HESS	05/07/2019	FORESTRY-HESS ISA MEMBER	100-52-56110-320-000	180.00
Total 187493:							180.00
187494							
05/10/2019	187494	ISTATE TRUCK CENTER	C271005280:	04/09/2019	PW-#83 T910 HB GRASM BOD	100-31-53635-350-000	541.79
05/10/2019	187494	ISTATE TRUCK CENTER	C271007121:	04/22/2019	PW-#17& #19 LED STROBE/THR	100-31-53240-350-000	113.08
05/10/2019	187494	ISTATE TRUCK CENTER	C271007178:	04/23/2019	PW-DEF FLUID DRUM CORE	100-31-53240-348-000	40.00-
05/10/2019	187494	ISTATE TRUCK CENTER	C271007728:	04/30/2019	PW-LED STROBE/THREAD (ST	100-31-53240-350-000	56.54
05/10/2019	187494	ISTATE TRUCK CENTER	C271007765:	05/01/2019	PW-#3 LAMP-BOX, LED	100-31-53240-350-000	52.39
05/10/2019	187494	ISTATE TRUCK CENTER	C271007969:	05/02/2019	PW-REMAN MOTOR CORE	100-31-53240-350-000	140.00-
05/10/2019	187494	ISTATE TRUCK CENTER	C271007971:	05/02/2019	PW-AIR DRYER ASSEMBLY CO	100-31-53240-350-000	120.00-
Total 187494:							463.80
187495							
05/10/2019	187495	KRAEMER COMPANY LL	144825	04/22/2019	PW-3/4" CLEAN	100-31-53300-374-000	400.48
Total 187495:							400.48
187496							
05/10/2019	187496	LAFORCE INC	1096133	04/19/2019	PK-STEINHORST PARK LOCKS	870-52-55200-861-000	3,709.00
05/10/2019	187496	LAFORCE INC	1096541	04/24/2019	ZOO-REPLACEMENT KEYS (5)	100-52-55410-350-000	45.00
Total 187496:							3,754.00
187497							
05/10/2019	187497	LANDSCAPE TECHNIQU	020676	04/24/2019	FORESTRY-ARBOR DAY TREE	100-52-56110-377-000	48.00
Total 187497:							48.00
187498							
05/10/2019	187498	LEAVES INSPIRED TREE	351	04/16/2019	FORESTRY-STREET TREE PLA	100-52-56110-377-000	7,540.00
Total 187498:							7,540.00
187499							
05/10/2019	187499	LIFEWORCS US INC	80118	05/01/2019	CITY-EMP ASSISTANCE PROGR	100-14-51430-215-000	750.00
Total 187499:							750.00
187500							
05/10/2019	187500	LITSCHER, JEREMY	040419	04/04/2019	PK-ARBORETUM SIGN POST	100-52-55200-280-000	40.00
Total 187500:							40.00
187501							
05/10/2019	187501	LODI VETERINARY HOSP	117660-0501	05/01/2019	ZOO-BEAR VET CARE	100-52-55410-211-000	1,362.58
05/10/2019	187501	LODI VETERINARY HOSP	117660-0501	05/01/2019	ZOO-LYNX MEDICATION	100-52-55410-211-000	45.60

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Total 187501:							1,408.18
187502							
05/10/2019	187502	MADISON AREA TECHN	0000000486	05/02/2019	FD - (32) SMOKE READING TRA	100-21-52200-320-000	626.58
05/10/2019	187502	MADISON AREA TECHN	0000000486	05/02/2019	FD -(4) SMOKE READING TRAIN	100-21-52200-320-000	80.00
Total 187502:							706.58
187503							
05/10/2019	187503	MAILBOXES PACK N SHI	58436	03/21/2019	FD - SHIP TURNOUT PANTS FO	100-21-52200-343-000	12.09
05/10/2019	187503	MAILBOXES PACK N SHI	59176	05/07/2019	FD - SHIP GEAR FOR REPAIR	100-21-52200-343-000	12.09
Total 187503:							24.18
187504							
05/10/2019	187504	MATC FIRE SERVICE ED	052119FOIP	05/07/2019	FD - FIRE OFFICER I PRACTICA	100-21-52200-320-000	80.00
Total 187504:							80.00
187505							
05/10/2019	187505	MCFARLANES INC	IV20597	02/11/2019	PW-#12 CAMERA SYSTEM	100-31-53240-350-000	465.12
05/10/2019	187505	MCFARLANES INC	IV20908	02/20/2019	ZOO-SNOWBLOWER REPAIR P	100-52-55410-350-000	226.51
05/10/2019	187505	MCFARLANES INC	TO71447	02/18/2019	PW-#4 TIRE DISPOSAL/LABOR	100-31-53240-341-000	23.00
05/10/2019	187505	MCFARLANES INC	TO72641	04/09/2019	PW-#89 LEAF VAC TIRES	950-36-81000-350-000	768.00
Total 187505:							1,482.63
187506							
05/10/2019	187506	MID-STATE EQUIPMENT I	K55969	04/17/2019	PW-#34 & #28 OIL/CUTTING ED	100-31-53240-361-000	653.22
Total 187506:							653.22
187507							
05/10/2019	187507	MOTOROLA SOLUTIONS,	16047953	04/19/2019	PD- PORTABLE RADIOS	100-20-52110-814-000	8,050.44
Total 187507:							8,050.44
187508							
05/10/2019	187508	MSA PROFESSIONAL SE	351150-1	04/18/2019	ENG-2019 STREET IMPROVEM	430-30-57330-821-000	14,991.99
05/10/2019	187508	MSA PROFESSIONAL SE	351180-1	05/01/2019	ENG-ASBETOS ANALYSIS 314 D	100-30-53100-215-000	1,202.00
Total 187508:							16,193.99
187509							
05/10/2019	187509	NAPA AUTO PARTS	338746	01/10/2019	PK-OIL & FILTER	100-52-55200-348-000	59.74
05/10/2019	187509	NAPA AUTO PARTS	338848	01/11/2019	PK-EPOXY	100-52-55200-350-000	5.49
05/10/2019	187509	NAPA AUTO PARTS	340096	01/26/2019	PW-DIESEL ANTI-GEL	100-31-53350-348-000	124.56
05/10/2019	187509	NAPA AUTO PARTS	340368	01/30/2019	PW-DIESEL ANTI-GEL	100-31-53350-348-000	124.56
05/10/2019	187509	NAPA AUTO PARTS	341036	02/06/2019	PW-BRINING SUPPLIES	100-31-53350-350-000	27.80
05/10/2019	187509	NAPA AUTO PARTS	344095	03/15/2019	PW-#83 CAP-BREATHING OIL	100-31-53620-350-000	17.73
05/10/2019	187509	NAPA AUTO PARTS	346790	04/10/2019	PW-#34 HOSSE FITTINGS	100-31-53240-350-000	274.98
05/10/2019	187509	NAPA AUTO PARTS	347345	04/16/2019	PW-#34 LUBE FILTER	100-31-53240-350-000	14.72
05/10/2019	187509	NAPA AUTO PARTS	347618	04/18/2019	PW-FILTERS (STOCK)	100-31-53240-350-000	141.50
05/10/2019	187509	NAPA AUTO PARTS	347619	04/18/2019	PW-HOSE FITTINGS	100-31-53240-350-000	58.54
05/10/2019	187509	NAPA AUTO PARTS	347961	04/23/2019	PK-F250 CONTROL	100-52-55200-240-000	96.16

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05/10/2019	187509	NAPA AUTO PARTS	347990	04/23/2019	PW-#12 COUPLER	100-31-53240-350-000	29.96
05/10/2019	187509	NAPA AUTO PARTS	347993	04/23/2019	PW-#12 COUPLER; RAD RED	100-31-53240-350-000	21.07
05/10/2019	187509	NAPA AUTO PARTS	347997	04/23/2019	PK-F250 BALL MOUNT	100-52-55200-240-000	259.00
05/10/2019	187509	NAPA AUTO PARTS	348185	04/25/2019	PW-TRAILER ADAPTER WIRE #	100-31-53240-350-000	43.49
05/10/2019	187509	NAPA AUTO PARTS	348250	04/25/2019	PW- HOSE FITTINGS	100-31-53240-350-000	43.88
05/10/2019	187509	NAPA AUTO PARTS	348603	04/29/2019	PW-VULC FLUID; SM PASS TIRE	100-31-53240-350-000	87.23
05/10/2019	187509	NAPA AUTO PARTS	348906	05/02/2019	PW-#49 HOSE FITTINGS	950-36-81000-350-000	146.40
Total 187509:							1,576.81
187510							
05/10/2019	187510	NATIONAL ELEVATOR IN	0348967	04/26/2019	FD - ELEVATOR INSPECTION	100-21-51610-260-000	70.00
Total 187510:							70.00
187511							
05/10/2019	187511	Norman E. Wilson III	050319	05/03/2019	TRE-OVERPAID TICKET 008029	100-00-21100-000	30.00
Total 187511:							30.00
187512							
05/10/2019	187512	OFFICE DEPOT INC	2970870470	04/02/2019	ADMIN-CLIP	100-14-51400-310-000	2.40
05/10/2019	187512	OFFICE DEPOT INC	2970870470	04/02/2019	CLK-PAPER	100-11-51500-340-000	34.23
05/10/2019	187512	OFFICE DEPOT INC	2970870470	04/02/2019	PS/BLDG- MS/DS SUPPLIES	100-11-51640-340-000	33.80
05/10/2019	187512	OFFICE DEPOT INC	3019175540	04/12/2019	PD- PAPER FOR SQUAD CAR P	100-20-52110-340-000	169.95
05/10/2019	187512	OFFICE DEPOT INC	3065796150	04/25/2019	PD- COPY PAPER, PRINTER IN	100-20-52130-310-000	175.41
Total 187512:							415.79
187513							
05/10/2019	187513	PIERCES EXPRESS MAR	08060-04301	05/01/2019	ZOO-CLEANING SUPPLY	100-52-55410-340-000	48.18
05/10/2019	187513	PIERCES EXPRESS MAR	08060-04301	05/01/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	82.69
Total 187513:							130.87
187514							
05/10/2019	187514	Portage-Ford-Chrysler-Dod	6024728/1	05/03/2019	PW-2019 F1648 INSTALL BRAKE	100-31-53240-240-000	264.00
05/10/2019	187514	Portage-Ford-Chrysler-Dod	6024729/1	05/03/2019	PW-2019 F1647 INSTALL BRAKE	100-31-53240-240-000	264.00
Total 187514:							528.00
187515							
05/10/2019	187515	PRO HYDRO TESTING LL	103179	05/02/2019	FD - HYDROSTATIC TEST ON S	100-21-52200-250-000	1,066.00
Total 187515:							1,066.00
187516							
05/10/2019	187516	QUILL CORPORATION	7019015	05/01/2019	ZOO-CONCESSIONS COOKIES	100-52-55410-390-000	30.86
05/10/2019	187516	QUILL CORPORATION	7022351	05/01/2019	ZOO-CONCESSIONS CRACKER	100-52-55410-390-000	74.08
05/10/2019	187516	QUILL CORPORATION	7022351	05/01/2019	PK-TOILET PAPER	100-52-55200-340-000	187.16
Total 187516:							292.10
187517							
05/10/2019	187517	REEDSBURG UTILITY CO	26578-04201	04/20/2019	CITY-MAY 2019 INTERNET	100-10-51450-250-000	289.95

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Total 187517:							289.95
187518							
05/10/2019	187518	RENNERTS FIRE EQUIP	40620	04/22/2019	FD - E-3 REPAIRS	100-21-52200-240-000	477.15
Total 187518:							477.15
187519							
05/10/2019	187519	RICOH USA INC	5056391850	04/14/2019	CLK-MAR 2019 COPIES	100-11-51500-250-000	345.58
Total 187519:							345.58
187520							
05/10/2019	187520	Ringstad, Erika	REIMB25004	04/25/2019	PD- RINGSTAD MILEAGE/MEAL	100-20-52130-320-000	31.06
Total 187520:							31.06
187521							
05/10/2019	187521	RUNNING INC	2016AUDIT	04/01/2019	TAXI - AUDIT ADJ 2016	230-00-21910-000	500.00
05/10/2019	187521	RUNNING INC	20831	05/07/2019	TAXI-APRIL SHARED RIDE	230-11-53500-290-000	43,361.03
05/10/2019	187521	RUNNING INC	20831	05/07/2019	TAXI-APRIL SHARED RIDE	230-11-46399-000	24,397.00
Total 187521:							19,464.03
187522							
05/10/2019	187522	SAFELITE AUTOGLASS	05165-15379	04/17/2019	PD- WINDSHIELD REPAIR SQU	100-20-52110-240-000	74.98
Total 187522:							74.98
187523							
05/10/2019	187523	SAUK COUNTY CLERK	2019SPRING	05/08/2019	CLK-2019 SPRING ELECTION/A	100-11-51440-340-000	906.51
Total 187523:							906.51
187524							
05/10/2019	187524	SAUK COUNTY REGISTE	2019000000	04/12/2019	ENG-QUIT CLAIM DEED ALLEY	100-14-56300-215-000	510.00
Total 187524:							510.00
187525							
05/10/2019	187525	SECURIAN FINANCIAL G	002832L-061	05/08/2019	CLK-LIFE INSURANCE - JUNE 2	100-00-21533-000	1,773.01
Total 187525:							1,773.01
187526							
05/10/2019	187526	SOIL & ENGINEERING SE	13264.000-1	04/22/2019	ENG-LAKE STREET & WASH SO	430-30-57330-821-000	2,495.00
Total 187526:							2,495.00
187527							
05/10/2019	187527	SSM HEALTHCARE OF W	1219060007	04/04/2019	PD- CARROLL HEALTH SCREE	100-20-52110-215-000	241.60
05/10/2019	187527	SSM HEALTHCARE OF W	1219060007	04/04/2019	PD- SMITH HEALTH SCREENIN	100-20-52110-215-000	241.60
Total 187527:							483.20

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187528							
05/10/2019	187528	SUSTAINABLE WILDLIFE	2522198	01/04/2019	PK-TREE PLANTINGS	100-52-55200-377-000	490.00
Total 187528:							490.00
187529							
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEES	100-00-15610-000	36.70-
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEES	100-00-15640-000	50.86
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-11-51420-136-000	5.31
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-11-51500-136-000	5.31
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-14-51400-136-000	10.62
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-20-52110-136-000	26.55
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-31-53230-136-000	26.55
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-51-55110-136-000	26.55
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	100-52-55200-136-000	21.24
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEE	950-36-85000-136-000	1.77
05/10/2019	187529	TASC	IN1499310	05/15/2019	ADMINISTRATION FEES	100-20-52130-136-000	5.31
Total 187529:							143.37
187530							
05/10/2019	187530	TOP PACK DEFENSE	2207	04/11/2019	PD- BALLISTIC VEST GEORGE	100-20-52110-392-610	725.00
05/10/2019	187530	TOP PACK DEFENSE	2207	04/11/2019	PD- BALLISTIC VEST MARK WIC	100-20-52110-392-610	850.00
05/10/2019	187530	TOP PACK DEFENSE	2208	04/10/2019	PD- CONNELLY PANTS, VEST CA	100-20-52110-346-000	511.98
05/10/2019	187530	TOP PACK DEFENSE	2209	04/10/2019	PD- CARROLL UNIFORM PANTS	100-20-52110-346-000	534.48
05/10/2019	187530	TOP PACK DEFENSE	2210	04/10/2019	PD- BALLISTIC VEST IAN CARR	100-20-52110-392-610	850.00
Total 187530:							3,471.46
187531							
05/10/2019	187531	Truck Country of WI Inc	R201087507:	01/08/2019	PW-#13 COOLANT LEVEL DIAG	100-31-53240-240-000	231.65
Total 187531:							231.65
187532							
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	MAYOR-MAR 2019 CELL PHONE	100-10-51410-220-000	42.50
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	ADMIN-MAR 2019 CELL PHONE	100-14-51400-220-000	38.50
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	CLK-MAR 2019 CELL PHONE	100-11-51640-220-000	41.06
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	WATER-MAR 2019 WADE CELL	100-00-15640-000	39.00
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	CDA-MAR 2019 CELL PHONE	100-00-15980-000	38.50
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	FD-MAR 2019 CELL PHONE	100-21-52200-220-000	116.28
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	FD-MAR 2019 DOOR CHIME	100-21-51610-220-000	41.47
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	ENG-MAR 2019 CELL PHONE	100-30-53100-220-000	38.50
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	PD-MAR 2019 CELL PHONE	100-20-52110-220-000	235.09
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	CC-MAR 2019 CELL PHONE	100-52-55130-220-000	1.46
05/10/2019	187532	US CELLULAR	0304130065	04/08/2019	ZOO-MAR 2019 CELL PHONE	100-52-55410-220-000	.54
Total 187532:							632.90
187533							
05/10/2019	187533	UW VETERINARY CARE	198915	04/19/2019	ZOO-VET BIRD EXAM & FLUIDS	100-52-55410-211-000	130.30
Total 187533:							130.30
187534							
05/10/2019	187534	VERIZON WIRELESS	9828770404	04/23/2019	FORESTRY-TABLET WIFI	100-52-56110-250-000	40.01

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05/10/2019	187534	VERIZON WIRELESS	9828796854	04/23/2019	PD- SQUAD MODEMS (12)	100-20-52110-270-000	440.15
05/10/2019	187534	VERIZON WIRELESS	9828796854	04/23/2019	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	425.70
Total 187534:							905.86
187535							
05/10/2019	187535	Volk, Ashli	9795	04/22/2019	PK-SHELTER REFUND	100-52-46720-000	27.50
Total 187535:							27.50
187536							
05/10/2019	187536	WALMART	7289-042219	04/22/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	29.63
05/10/2019	187536	WALMART	7289-042219	04/22/2019	ZOO-BAT PROGRAM SUPPLIES	100-52-55410-340-000	22.82
05/10/2019	187536	WALMART	7289-042219	04/22/2019	ZOO-PORTABLE HARD DRIVE	100-52-55410-340-000	49.97
Total 187536:							102.42
187537							
05/10/2019	187537	WDATCP	115-0000012	05/08/2019	CLK-WEIGHTS & MEASURES 20	100-11-52420-215-000	4,400.00
Total 187537:							4,400.00
187538							
05/10/2019	187538	WEAVER AUTO PARTS-B	10IN047302	04/25/2019	PW-BLACK LIGHTNING GLOVE	100-31-53620-340-000	169.50
05/10/2019	187538	WEAVER AUTO PARTS-B	10IN047302	04/25/2019	PW-BLACK LIGHTNING GLOVE	100-31-53635-350-000	169.50
Total 187538:							339.00
187539							
05/10/2019	187539	WIS DEPARTMENT OF A	RLF-ED CLO	04/15/2019	FIN-REPURCHASE ED LOANS	430-00-14200-000	799,530.85
Total 187539:							799,530.85
187540							
05/10/2019	187540	WIS DEPT OF COMMERC	501378	04/25/2019	CC-2019 ELEVATOR PERMIT	100-52-55130-260-000	50.00
Total 187540:							50.00
187541							
05/10/2019	187541	WIS DEPT OF SAFETY -	501588	04/25/2019	PK-PIERCE PAVILION 3YR BOIL	100-52-55200-321-000	50.00
Total 187541:							50.00
187542							
05/10/2019	187542	WRPQ RADIO	19040071	04/30/2019	CITY-APR 2019 CABLE CHANNE	100-10-55370-215-000	2,666.67
Total 187542:							2,666.67
7001957							
05/10/2019	7001957	AGENCY360	INV-1684	04/18/2019	PD- FTO SOFTWARE UPDATES	100-20-52110-320-000	1,197.00
Total 7001957:							1,197.00
7001958							
05/10/2019	7001958	BRUCE MUNICIPAL EQUI	P10650	04/24/2019	PW-#42 MB POSITION SND	950-36-81000-350-000	148.30

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Total 7001958:							148.30
7001959							
05/10/2019	7001959	CAPITAL NEWSPAPERS	1630385	04/17/2019	CLK-3/26/19 COUNCIL MIN PUB	100-10-51100-210-000	15.50
05/10/2019	7001959	CAPITAL NEWSPAPERS	1630395	04/17/2019	CITY-ORDINANCE 2516-ZONING	100-10-51100-210-000	10.86
05/10/2019	7001959	CAPITAL NEWSPAPERS	1630398	04/17/2019	CITY-2019 1ST QTR BUDGET A	100-11-51500-210-000	123.40
05/10/2019	7001959	CAPITAL NEWSPAPERS	1633178	04/30/2019	COUNCIL-ORD 2517	100-10-51100-210-000	7.96
Total 7001959:							157.72
7001960							
05/10/2019	7001960	CROELL REDI-MIX INC	338175	04/22/2019	PW-CATCH BASIN REPAIRS	950-36-83100-410-000	369.00
05/10/2019	7001960	CROELL REDI-MIX INC	339746	04/30/2019	PW-CATCH BASIN REPAIR	950-36-83100-410-000	492.00
Total 7001960:							861.00
7001961							
05/10/2019	7001961	GLACIER VALLEY FORD I	92560	04/01/2019	PD- # 43 OIL CHANGE & TIRE R	100-20-52110-240-000	40.23
05/10/2019	7001961	GLACIER VALLEY FORD I	92840	04/15/2019	PD- SQUAD 47 OIL CHANGE, M	100-20-52110-240-000	84.98
05/10/2019	7001961	GLACIER VALLEY FORD I	92941	04/18/2019	FD - CAR 2 MUFFLER REPAIRS	100-21-52200-240-000	412.40
05/10/2019	7001961	GLACIER VALLEY FORD I	93025	04/23/2019	PD- SQUAD 49 OIL CHANGE & F	100-20-52110-240-000	24.98
05/10/2019	7001961	GLACIER VALLEY FORD I	93084	04/25/2019	PD- BLACK FUSION OIL CHANG	100-20-52110-240-000	23.86
Total 7001961:							586.45
7001962							
05/10/2019	7001962	GORDON FLESCH	IN12577291	04/15/2019	FD - COPIER SERVICE	100-21-52200-310-000	66.26
Total 7001962:							66.26
7001963							
05/10/2019	7001963	HILLS WIRING INC	73621	04/11/2019	PW - HISTORICAL LIGHTING CH	100-31-53420-270-000	5,673.93
05/10/2019	7001963	HILLS WIRING INC	73682	04/25/2019	PW-WALMART INTERSECTION	100-31-53300-270-000	149.00
05/10/2019	7001963	HILLS WIRING INC	73700	04/26/2019	PW-TRAFFIC LIGHTS OUT 8TH	100-31-53300-270-000	94.50
05/10/2019	7001963	HILLS WIRING INC	73714	04/30/2019	ZOO-INSTALL WALK IN FREEZE	100-52-55410-814-000	1,419.26
Total 7001963:							7,336.69
7001964							
05/10/2019	7001964	LARK UNIFORM INC.	286869	04/05/2019	PD- VRCHOTA EAR PIECE W/C	100-20-52110-346-000	35.88
05/10/2019	7001964	LARK UNIFORM INC.	287369	04/12/2019	PD- LUND UNIFORM SHIRT	100-20-52110-346-000	50.45
05/10/2019	7001964	LARK UNIFORM INC.	287376	04/12/2019	PD- LABROSCIAN POLO SHIRT	100-20-52110-346-000	66.35
05/10/2019	7001964	LARK UNIFORM INC.	287443	04/18/2019	PD- FRIE NAME TAG AND LEAT	100-20-52120-346-000	108.93
Total 7001964:							261.61
7001965							
05/10/2019	7001965	LAWSON PRODUCTS INC	9306607141	04/01/2019	PW - QUICK LINK	100-31-53240-350-000	16.30
05/10/2019	7001965	LAWSON PRODUCTS INC	9306640033	04/12/2019	PW - GLOVES, EAR PLUGS	100-31-53230-319-000	108.09
05/10/2019	7001965	LAWSON PRODUCTS INC	9306640033	04/12/2019	PW - EQUIPMENT/TOOL PARTS	100-31-53240-350-000	1,178.88
05/10/2019	7001965	LAWSON PRODUCTS INC	9306647367	04/16/2019	PW-HEARING BANDS 1 PAIR	100-31-53230-319-000	4.02
Total 7001965:							1,307.29

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7001966							
05/10/2019	7001966	MENARDS - BARABOO	7310-319005	04/10/2019	PK-EXIT LIGHT PAVILION	100-52-55200-260-000	29.99
05/10/2019	7001966	MENARDS - BARABOO	7483-319002	04/12/2019	PK-REPAIR MATERIALS	100-52-55200-350-000	71.88
05/10/2019	7001966	MENARDS - BARABOO	7499-319002	04/12/2019	PK-BITS & FASTENERS	100-52-55200-340-000	29.91
05/10/2019	7001966	MENARDS - BARABOO	7810-319002	04/16/2019	PK-PLUMBING SUPPLIES	100-52-55200-350-000	59.09
05/10/2019	7001966	MENARDS - BARABOO	7849-319002	04/16/2019	ZOO-LUMBER	100-52-55410-260-000	27.93
05/10/2019	7001966	MENARDS - BARABOO	7859-319002	04/16/2019	ZOO-REPAIR ITEM	100-52-55410-350-000	23.48
05/10/2019	7001966	MENARDS - BARABOO	7970-319002	04/17/2019	PK-PLUMBING SUPPLY RETUR	100-52-55200-350-000	19.05-
05/10/2019	7001966	MENARDS - BARABOO	7971-319002	04/17/2019	PK-REPAIR SUPPLIES	100-52-55200-350-000	25.15
05/10/2019	7001966	MENARDS - BARABOO	8112-319002	04/19/2019	ZOO-TARP	100-52-55410-340-000	15.96
05/10/2019	7001966	MENARDS - BARABOO	8374-319005	04/22/2019	PW-MASTER FORCE F-CLAMP;	100-31-53230-340-000	93.06
05/10/2019	7001966	MENARDS - BARABOO	8470-319002	04/23/2019	ZOO-SNOWY OWL ROOF REPAI	100-52-55410-280-000	96.60
05/10/2019	7001966	MENARDS - BARABOO	8480-319005	04/23/2019	PW-BUTYL RUBBER (FOR PLAS	950-36-83100-340-000	54.89
05/10/2019	7001966	MENARDS - BARABOO	8498-319005	04/23/2019	PW-STRUT 3/4" COND CLAMP P	100-31-51630-822-000	7.95
05/10/2019	7001966	MENARDS - BARABOO	8576-319002	04/24/2019	FORESTRY-ZOO TREES	100-52-56110-377-000	209.28
05/10/2019	7001966	MENARDS - BARABOO	8576-319002	04/24/2019	ZOO-SIGN HOOKS	100-52-55410-340-000	4.72
05/10/2019	7001966	MENARDS - BARABOO	8794-319002	04/26/2019	POOL-REPAIR PARTS	100-53-55420-280-000	44.77
05/10/2019	7001966	MENARDS - BARABOO	9034-319005	04/29/2019	PW-GREASE GUN; BATTERIES	100-31-53240-350-000	58.71
Total 7001966:							834.32
7001967							
05/10/2019	7001967	TAPCO TRAFFIC & PARKI	1635112	04/29/2019	PW-HEATER, 250 WATT; THERM	100-31-53300-365-000	272.53
05/10/2019	7001967	TAPCO TRAFFIC & PARKI	1635118	04/29/2019	PW-(3) BASE CONCRETE 125#	100-31-53300-364-000	370.35
Total 7001967:							642.88
7001968							
05/10/2019	7001968	WASTE MANAGEMENT C	0682406-484	05/01/2019	PW-APRIL 2019 GARBAGE	100-31-53630-270-000	16,927.26
05/10/2019	7001968	WASTE MANAGEMENT C	0682406-484	05/01/2019	PW-APRIL 2019 RECYCLE	100-31-53635-290-000	4,932.38
05/10/2019	7001968	WASTE MANAGEMENT C	17744472	04/25/2019	ZOO-OWL ROOF DISPOSAL	100-52-55410-260-000	121.09
Total 7001968:							21,980.73
Grand Totals:							1,051,320.22

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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16123						
04/23/2019	BARABOO STATE BANK	S16821	03/21/2019	SE-CWL(S) 4153-03/4153-04 DUE 5/1/1	960-96-20231-001	244,048.99
04/23/2019	BARABOO STATE BANK	S16821	03/21/2019	SE-CWL(S) 4153-03/4153-04 DUE 5/1/1	960-36-42700-620-000	33,462.27
04/23/2019	BARABOO STATE BANK	S16821	03/21/2019	SE-CWL(S) 4153-03/4153-04 DUE 5/1/1	960-36-42700-610-000	244,048.99
04/23/2019	BARABOO STATE BANK	S16821	03/21/2019	SE-CWL(S) 4153-03/4153-04 DUE 5/1/1	960-36-42700-610-900	244,048.99-
Total 16123:						277,511.26
16124						
04/23/2019	US POSTAL SERVICE	U4/2019	04/23/2019	UTIL-PAST DUES-QTR #1, 2019	950-36-84000-343-000	246.66
04/23/2019	US POSTAL SERVICE	U4/2019	04/23/2019	UTIL-PAST DUES-QTR #1, 2019	960-36-85100-343-000	185.17
04/23/2019	US POSTAL SERVICE	U4/2019	04/23/2019	UTIL-PAST DUES-QTR #1, 2019	970-37-90300-343-000	185.17
Total 16124:						617.00
16125						
04/30/2019	AQUACHEM OF AMERICA INC	S4151AQ	04/04/2019	SEWER-POLYMER-2300 LB TOTES	960-36-82500-345-000	2,875.00
Total 16125:						2,875.00
16126						
04/30/2019	BIG OS TRAILERS INC	W16323	04/30/2019	WA-UTILITY TRAILER-77" X 12'	970-37-95000-814-000	2,353.80
04/30/2019	BIG OS TRAILERS INC	W16323	04/30/2019	WA-UTILITY TRAILER-77" X 12'	970-37-95000-899-000	2,353.80-
04/30/2019	BIG OS TRAILERS INC	W16323	04/30/2019	WA-UTILITY TRAILER-77" X 12'	970-37-66500-392-000	2,353.80
Total 16126:						2,353.80
16127						
04/30/2019	CARDMEMBER SERVICE	U04122019	04/12/2019	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	122.80
04/30/2019	CARDMEMBER SERVICE	U04122019	04/12/2019	SEWER-MOWER TIRES	960-36-82700-390-000	129.94
04/30/2019	CARDMEMBER SERVICE	U04122019	04/12/2019	WATER-SCADA BATTERIES	970-37-93210-250-000	148.55
Total 16127:						401.29
16128						
04/30/2019	CENTURY SPRINGS	S4883409	04/16/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	37.00
Total 16128:						37.00
16129						
04/30/2019	CENTURYLINK	S301299619	04/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	40.23
04/30/2019	CENTURYLINK	S301299619	04/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
04/30/2019	CENTURYLINK	W301217861	04/17/2019	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.70
04/30/2019	CENTURYLINK	W301217861	04/17/2019	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.71
Total 16129:						117.58
16130						
04/30/2019	CINTAS CORPORATION #015K	S401934138	04/02/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
04/30/2019	CINTAS CORPORATION #015K	S402019349	04/16/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
04/30/2019	CINTAS CORPORATION #015K	W401934138	04/02/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
04/30/2019	CINTAS CORPORATION #015K	W402019349	04/16/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
Total 16130:						41.22

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16131						
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CSC BLDG EXP	970-37-92100-260-000	5,225.96
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CSC BLDG EXP	960-36-85100-260-000	870.99
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CSC BLDG EXP	950-36-84000-530-000	870.99
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	970-37-66200-136-000	53.21
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	970-37-90300-136-000	9.19
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	970-37-92000-136-000	23.91
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	960-36-82000-136-000	25.57
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	960-36-84000-136-000	9.25
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-TASC FEES: ANNUAL+JAN-APR '	960-36-85000-136-000	10.12
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-CCC TECH FAX-ANNUAL 2019	950-36-84000-250-000	30.52
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-CCC TECH FAX-ANNUAL 2019	960-36-85100-250-000	30.52
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-CCC TECH FAX-ANNUAL 2019	970-37-92100-250-000	30.52
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR # 1, 2019 PHONE	960-36-85100-220-000	52.03
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR # 1, 2019 PHONE	970-37-66500-220-000	26.01
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR # 1, 2019 PHONE	970-37-92100-220-000	26.01
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	960-36-85100-220-000	41.25
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	970-37-92100-220-000	41.26
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	950-36-84000-310-000	5.83
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	960-36-85100-310-000	5.83
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	970-37-90300-310-000	1.64
04/30/2019	CITY OF BARABOO	U11375	04/18/2019	UTIL-QTR #1, 2019 CELL/COPIES	970-37-92100-310-000	4.20
04/30/2019	CITY OF BARABOO	UCSF5/2019	04/30/2019	UTIL-CSF LEASE DUE 5/1/2019	970-37-93100-530-000	30,825.00
04/30/2019	CITY OF BARABOO	UCSF5/2019	04/30/2019	UTIL-CSF LEASE DUE 5/1/2019	960-36-85700-530-000	5,137.50
04/30/2019	CITY OF BARABOO	UCSF5/2019	04/30/2019	UTIL-CSF LEASE DUE 5/1/2019	950-36-84000-530-000	5,137.50
Total 16131:						48,494.81
16132						
04/30/2019	CITY OF BARABOO-STORMWA	STAPR2019	04/30/2019	STORMWATER-APRIL 2019 RECEIPTS	999-00-10005-000	157,119.28
04/30/2019	CITY OF BARABOO-STORMWA	STAPR2019	04/30/2019	STORMWATER-APRIL 2019 RECEIPTS	970-37-40419-001	2.70
Total 16132:						157,121.98
16133						
04/30/2019	CORE & MAIN LP	W-K427997	04/18/2019	WA-METERS: IPERL 5/8" (8) + 1" (1)	970-96-10346-101	1,164.52
Total 16133:						1,164.52
16134						
04/30/2019	E & B SCALE SERVICES INC	S6521	01/03/2019	SE-CLEAN/CERTIFY BALANCE	960-36-82700-340-000	95.00
Total 16134:						95.00
16135						
04/30/2019	HILLSBORO EQUIPMENT INC	W-A16206	04/23/2019	WATER-JD 1550 MOWER/60" DECK	970-37-95000-814-000	18,059.74
04/30/2019	HILLSBORO EQUIPMENT INC	W-A16206	04/23/2019	WATER-JD 1550 MOWER/60" DECK	970-37-95000-899-000	18,059.74
04/30/2019	HILLSBORO EQUIPMENT INC	W-A16206	04/23/2019	WATER-JD 1550 MOWER/60" DECK	970-96-10396-001	18,059.74
Total 16135:						18,059.74
16136						
04/30/2019	MAILBOXES PACK N SHIP LLC	W58769	04/11/2019	WA-TUBE RETURN-CHLORINATORS I	970-37-65200-250-000	13.14
Total 16136:						13.14

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16137						
04/30/2019	MENARDS - BARABOO	S8379	04/22/2019	SE-GATE LATCH/HOOKS/PLATES/WIR	960-36-83400-260-000	68.87
04/30/2019	MENARDS - BARABOO	S8609	04/24/2019	UTIL-PURDY POLE: JET VAC	960-36-83100-340-000	10.00
04/30/2019	MENARDS - BARABOO	S8609	04/24/2019	UTIL-PURDY POLE: JET VAC	950-36-83100-340-000	9.99
04/30/2019	MENARDS - BARABOO	S8609	04/24/2019	SE-MOPHEADS/ADAPTER #31900288	960-36-85600-390-000	20.97
Total 16137:						109.83
16138						
04/30/2019	NCL OF WISCONSIN INC	S421575	04/09/2019	SE-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	255.98
04/30/2019	NCL OF WISCONSIN INC	S421576	04/09/2019	SE-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	530.46
Total 16138:						786.44
16139						
04/30/2019	PETERSON, WADE D	U04/2019MI	04/30/2019	UTIL-APRIL 2019 MILEAGE	960-36-85100-330-000	71.05
04/30/2019	PETERSON, WADE D	U04/2019MI	04/30/2019	UTIL-APRIL 2019 MILEAGE	970-37-93000-330-000	71.05
Total 16139:						142.10
16140						
04/30/2019	RASMUSSEN ELECTRIC LLC	W29589	03/26/2019	WA-REPAIR PARTS: CHLORINE LINE	970-37-65200-250-000	1,408.94
Total 16140:						1,408.94
16141						
04/30/2019	SPRECHER PLUMBING INC	W10851	04/15/2019	WA-REPLACE LEAD SERVICE@220 HI	261-37-53700-238-000	3,000.00
04/30/2019	SPRECHER PLUMBING INC	W10851	04/15/2019	WA-REPLACE LEAD SERVICE@220 HI	261-00-25640-000	3,000.00
04/30/2019	SPRECHER PLUMBING INC	W10851	04/15/2019	WA-REPLACE LEAD SERVICE@220 HI	970-96-10145-001	3,000.00
Total 16141:						3,000.00
16142						
04/30/2019	US CELLULAR	U304262680	04/10/2019	UTIL-APR SCADA SERVICE@WELLS	970-37-63300-250-000	110.36
04/30/2019	US CELLULAR	U304262680	04/10/2019	UTIL-APR SCADA SERVICE@TOWER	970-37-67200-250-000	110.36
04/30/2019	US CELLULAR	U304262680	04/10/2019	UTIL-APR SCADA SERVICE@BOOSTE	970-37-67800-250-000	55.18
Total 16142:						275.90
16143						
04/30/2019	USA BLUEBOOK	W865588	04/11/2019	WA-CHLORINE ACCUVAC-CUST 8375	970-37-64300-340-000	137.72
04/30/2019	USA BLUEBOOK	W865588	04/11/2019	WA-VOLTAGE HR METERS @ WELLS	970-37-63300-340-000	73.14
04/30/2019	USA BLUEBOOK	W865588	04/11/2019	WA-E SPOT LITEBOXES: TRUCKS	970-37-66200-240-000	603.06
Total 16143:						813.92
Grand Totals:						515,440.47

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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1223							
04/30/2019	1223	PACE PAYMENT SYSTE	MAR19	03/31/2019	REC-PAYMENT PROCESSING	100-53-55300-270-000	78.33
Total 1223:							78.33
1224							
04/30/2019	1224	PAYMENT SERVICE NET	191572	04/03/2019	TRE-PSN PAYMENT PROCESSI	100-11-51520-290-000	95.95
Total 1224:							95.95
1225							
04/30/2019	1225	WIS DEPT OF REVENUE	MARCH 201	04/12/2019	SALES & USE TAX - MARCH 201	100-00-24213-000	488.83
04/30/2019	1225	WIS DEPT OF REVENUE	MARCH 201	04/12/2019	SALES & USE TAX - MARCH 201	940-00-24213-000	9.75
Total 1225:							498.58
186662							
04/30/2019	186662	Cardiac Science Corporati	7342368	12/20/2018	PD- AED PADS	100-20-52110-340-000	552.00- V
Total 186662:							552.00-
187451							
04/30/2019	187451	Cardiac Science Corporati	7342368	12/20/2018	PD- AED PADS	100-20-52110-340-000	552.00
Total 187451:							552.00
Grand Totals:							672.66

FINANCE COMMITTEE APPROVAL:

(Chairman)_____
(Date)

Check Register - Payroll Remittance Checks

April 2019

Check Date	Payee	Description	Amount	
4/3/2019	31217	EFTPS	SOCIAL SECURITY Pay	14,385.95
4/3/2019	31217	EFTPS	SOCIAL SECURITY Pay	14,385.95
4/3/2019	31217	EFTPS	MEDICARE Pay Period:	3,364.43
4/3/2019	31217	EFTPS	MEDICARE Pay Period:	3,364.43
4/3/2019	31217	EFTPS	FEDERAL WITHHOLDING	19,655.39
EFTPS Total			55,156.15	
4/17/2019	31387	EFTPS	SOCIAL SECURITY Pay	14,612.59
4/17/2019	31387	EFTPS	SOCIAL SECURITY Pay	14,612.59
4/17/2019	31387	EFTPS	MEDICARE Pay Period:	3,417.48
4/17/2019	31387	EFTPS	MEDICARE Pay Period:	3,417.48
4/17/2019	31387	EFTPS	FEDERAL WITHHOLDING	19,843.80
EFTPS Total			55,903.94	
4/15/2019	31218	WI DEPT OF REVENUE	STATE TAXES WITHHELD	10,784.60
4/30/2019	31388	WI DEPT OF REVENUE	STATE TAXES WITHHELD	10,969.23
4/30/2019	31386	WISCONSIN RETIREMENT	RETIREMENT	66,526.18
4/24/2019	31589	WI DEPT OF EMPLOYEE TRUST	HEALTH INSURANCE	130,389.30

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1226							
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-TEEN PROGRAM SUPPLIES	100-51-55110-391-511	35.00
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-BARABOO READS DISCUSS	850-51-55110-300-000	10.99
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-BARABOO READS DISCUSS	850-51-55110-300-000	73.75
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-BARABOO READS DISCUSS	850-51-55110-300-000	10.53
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-BARABOO READS DISCUSS	850-51-55110-300-000	6.73
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-TEEN PROGRAM SUPPLIES	100-51-55110-391-511	17.85
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-TEEN PROGRAM SUPPLIES	100-51-55110-391-511	6.00
05/09/2019	1226	US BANK	0497-042519	04/25/2019	LIB-VOLUNTEER DATABASE S	100-51-55110-311-000	37.00
05/09/2019	1226	US BANK	3287-042519	04/25/2019	PK-POSTAGE	100-52-55200-343-000	56.80
05/09/2019	1226	US BANK	3287-042519	04/25/2019	POOL-(20) LIFEGUARD SAFETY	100-53-55420-340-000	280.80
05/09/2019	1226	US BANK	3287-042519	04/25/2019	ZOO-AIRFARE FOR NEW SNOW	870-52-55410-300-000	273.12
05/09/2019	1226	US BANK	3287-042519	04/25/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	335.31
05/09/2019	1226	US BANK	3287-042519	04/25/2019	ZOO-TAX ON OWL CRATE	100-52-55410-340-000	7.87
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- FB AD FOR BARABOO REA	850-51-55110-300-000	43.88
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- POSTAGE	100-51-55110-343-000	17.13
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- BUTTON MAKING SUPPLIE	851-51-55110-340-000	46.95
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- ROTARY CUTTER RALLY	851-51-55110-340-000	22.39
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- YARD SIGNS RALLY	851-51-55110-340-000	474.46
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- PENCILS	100-51-55110-310-000	9.99
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- VACUUM FILTERS	100-51-55110-350-000	19.50
05/09/2019	1226	US BANK	6187 4-25-19	04/25/2019	LIB- TAX FROM PIZZA RANCH	100-51-55110-390-000	6.31
05/09/2019	1226	US BANK	7925-42519	04/25/2019	CDA-POSTAGE	100-00-15980-000	198.55
05/09/2019	1226	US BANK	7925-42519	04/25/2019	CDA-NELROD FOX ENERGY	100-00-15980-000	86.00
05/09/2019	1226	US BANK	8480-42519	04/25/2019	PW- SPOT SPRAYER	100-31-53230-340-000	137.99
05/09/2019	1226	US BANK	8480-42519	04/25/2019	PW-#22 CAT SEAT REPLACEME	100-31-53240-250-000	400.00
05/09/2019	1226	US BANK	8480-42519	04/25/2019	PW-WIRE KIT, HOSE	100-31-53240-350-000	21.13
05/09/2019	1226	US BANK	8480-42519	04/25/2019	PW-BULBS	100-31-53270-340-000	32.64
05/09/2019	1226	US BANK	8625-42519	04/25/2019	CLK-ZEMAN WMCA DISTRICT 4	100-11-51420-320-000	30.00
05/09/2019	1226	US BANK	8625-42519	04/25/2019	CLK-ATKINSON WMCA DISTRIC	100-11-51420-320-000	30.00
05/09/2019	1226	US BANK	8625-42519	04/25/2019	CLK-LAMINATING SHEETS	100-11-51440-340-000	25.05
05/09/2019	1226	US BANK	8625-42519	04/25/2019	TRE-RECEIPT BOOKS	100-11-51520-340-000	109.96
05/09/2019	1226	US BANK	8625-42519	04/25/2019	FIN-HAGGARD LEAGUE OF WIS	100-11-51500-320-000	125.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - DRILL BITS	100-21-52200-340-000	50.97
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - MISTAKENLY USED CITY C	100-21-52200-320-000	10.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - POWER TOOLS	100-21-52200-392-400	578.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - TOOL BIT SET	100-21-52200-340-000	74.97
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - MIXED FUEL	100-21-52200-348-000	20.96
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - AVAYA POWER INJECTOR	100-21-51610-220-000	116.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - COFFEE FOR INTERVIEWS	100-21-52200-390-000	14.45
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - DONUTS FOR INTERVIEW	100-21-52200-390-000	19.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD - LUNCH FOR INTERVIEWS	100-21-52200-390-000	80.00
05/09/2019	1226	US BANK	8667-042519	04/25/2019	FD-TAX REIMBURSED BY BBC	100-21-52200-390-000	10.15
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- ELECTRONIC DEVICE CLE	100-20-52130-310-000	22.36
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- M PICHLER RIVER FALLS 4/	100-20-52120-320-000	91.02
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- STABIL, FILTER CARTRIDG	100-20-52110-240-000	22.13
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- PINATA & CANDY FOR PD	100-20-52110-390-000	29.48
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- DESK ORGANIZER	100-20-52130-310-000	40.85
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- FLASH DRIVES	100-20-52110-340-000	59.97
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- CHARGING CORD FOR SQ	100-20-52110-340-000	30.98
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- BATTERIES	100-20-52110-340-000	15.98
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- EVIDENCE TAPE	100-20-52120-340-000	157.29
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- TASER RETURN TO MANUF	100-20-52110-340-000	22.30
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- MONITOR STAND & ORGA	100-20-52130-392-000	43.94
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- SQUAD PRINTER FOR #41	100-20-52110-392-000	310.99
05/09/2019	1226	US BANK	8829-042519	04/25/2019	PD- OAKESON MTOA TRAINING	100-20-52110-320-000	230.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- OIL & FUNNEL	100-20-52110-240-000	7.18
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- BAGGAGE CHARGE FOR O	100-20-52110-320-000	60.00
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- LEXIS NEXIS CHARGE	100-20-52120-270-000	74.25
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- LUNCHES FOR INTERVIEW	100-20-52110-215-000	104.88
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- SODA FOR INTERVIEW PA	100-20-52110-215-000	11.86
05/09/2019	1226	US BANK	8895-042519	04/25/2019	PD- BONHAM GB- 3 NIGHT TRAI	100-20-52120-320-000	246.00
05/09/2019	1226	US BANK	8979-042519	04/25/2019	LIB - ILL POSTAGE	100-51-55110-343-000	56.12
05/09/2019	1226	US BANK	8979-042519	04/25/2019	LIB - DONORPERFECT MONTH	100-51-55110-311-000	39.00
05/09/2019	1226	US BANK	9442-042519	04/25/2019	ENG-LACROSSE HOTEL 3/27	100-30-53100-320-000	206.10
05/09/2019	1226	US BANK	AMAZON-3-3	03/31/2019	LIB CHILDRENS SUPPLIES	100-51-55110-391-510	46.95
05/09/2019	1226	US BANK	AMAZON-4/3	04/03/2019	LIB CHILDRENS COLORED CAR	100-51-55110-391-510	22.95
05/09/2019	1226	US BANK	AMAZON-4-2	04/22/2019	BOOKS	100-51-55110-324-000	24.36
05/09/2019	1226	US BANK	AMAZON-4-2	04/22/2019	DVD	100-51-55110-328-000	14.96
05/09/2019	1226	US BANK	AMAZON-4-2	04/22/2019	LUCKY DAY DVD	850-51-55110-300-000	14.96
05/09/2019	1226	US BANK	AMAZON-4-2	04/23/2019	BOOK	100-51-55110-324-000	10.23
05/09/2019	1226	US BANK	AMAZON-4-4	04/04/2019	BOOKS	100-51-55110-324-000	19.35
05/09/2019	1226	US BANK	AMAZON-4-4	04/04/2019	DVD	100-51-55110-328-000	17.46
05/09/2019	1226	US BANK	AMAZON-4-4	04/04/2019	LIB CHILDRENS COLORED CAR	100-51-55110-391-510	30.95
05/09/2019	1226	US BANK	AMAZON-4-4	04/04/2019	LIB CHILDRENS COLORED CAR	100-51-55110-391-510	16.16
05/09/2019	1226	US BANK	DEMCO-659	04/16/2019	LIB TEEN T SHIRTS	100-51-55110-391-510	165.11
05/09/2019	1226	US BANK	FINDAWAY-	03/25/2019	LIB-LAUNCHPAD SUPPLIES	100-51-55110-328-000	114.90
05/09/2019	1226	US BANK	FINDAWAY-	04/22/2019	LAUNCHPAD-REPLACEMENT	100-51-55110-328-000	69.99
05/09/2019	1226	US BANK	USPS-4-19-1	04/28/2019	POSTAGE	100-51-55110-343-000	20.69
05/09/2019	1226	US BANK	WALMART-3	03/25/2019	LIB CHILDRENS SUPPLIES	100-51-55110-391-510	19.91
05/09/2019	1226	US BANK	WALMART-3	03/31/2019	LIB CHILDRENS SUPPLIES	100-51-55110-391-510	15.50
05/09/2019	1226	US BANK	WALMART-4	04/11/2019	LIB CHILDREN SRP SKIT SUPP	100-51-55110-391-510	19.24
05/09/2019	1226	US BANK	WALMART-4	04/14/2019	LIB CHILDRENS FOOD SUPPLIE	100-51-55110-391-510	11.78
05/09/2019	1226	US BANK	WALMART-4	04/14/2019	LIB TEEN FOOD SUPPLIES	100-51-55110-391-511	11.78
05/09/2019	1226	US BANK	WALMART-4	04/24/2019	DVD	100-51-55110-328-000	45.88
05/09/2019	1226	US BANK	WALMART-4	04/24/2019	LIB CHILDRENS BUBBLES	100-51-55110-391-510	3.64
05/09/2019	1226	US BANK	WALMART-4	04/28/2019	DVD	100-51-55110-328-000	14.96
05/09/2019	1226	US BANK	WALMART-4	04/28/2019	LIB CHILDRENS FOOD SUPPLIE	100-51-55110-391-510	31.90
05/09/2019	1226	US BANK	WALMART-4	04/28/2019	LIB TEEN FOOD SUPPLIES	100-51-55110-391-511	31.90
Total 1226:							6,601.55
Grand Totals:							6,601.55

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

RESOLUTION NO. 2019 -

Dated: May 14, 2019

The City of Baraboo, Wisconsin

Background: The City recently issued an RFP for Asbestos Abatement prior to the demolition of the existing commercial buildings at 325 Lynn Street. Proposals were received from 2 firms with the results as follows:

Dirty Ducts Cleaning Environmental & Insulation	\$10,885
Robinson Brothers Environmental, Inc.	\$25,835

The Public Safety Committee reviewed these Proposals at their April 29th meeting and recommended award of this Proposal to the low bidder.

This was not a budgeted expense so there will be a budget amendment to cover the cost of asbestos abatement. The Public Works Dept. will self-perform building demolition.

Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [x] Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the Proposal for Asbestos Abatement at 314 Depot Street from Dirty Ducts Cleaning and Environmental, Inc., in the amount of \$10,855.00, is hereby accepted and all other bids are rejected.

Offered by: Public Safety

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

RESOLUTION NO.

Dated: May 14, 2019

The City of Baraboo, Wisconsin

Background. Several years ago, the Baraboo Public Library and the First United Methodist Church of Baraboo entered into an Option Agreement where the Church granted the Library the option to purchase land owned by the Church for the purpose of the library expansion. This land is immediately adjacent to property already owned by the City of Baraboo (the Dane County Title Company parcel and the Library parcel).

The Library Board's Building Committee, with pending final approval by the full Library Board, has elected to move forward with the option to purchase and has made an offer to buy the land for \$45,000, with the money coming from the Library's Building Fund, in exchange for the Church being able to continue to use the garage and store snow on part of the land. The Church has provisionally accepted this offer.

Because the land being purchased is only *part* of a parcel, and not an *entire* parcel, for titling purposes the partial lot will need to be titled in the name of the landowner immediately adjacent to the lot that is being split which, in this case, is the City of Baraboo. As such, although the City is not paying for the land, the City will need to be the entity purchasing the land and the entity in which the land will be titled.

Budgeting Note: ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments: *The money to buy the land will be coming from the Library's Building Fund*

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, several years ago, the Baraboo Public Library ("Library") and the First United Methodist Church ("Church") of Baraboo entered into an Option Agreement allowing the Library the option of purchasing land owned by the Church for the purposes of library expansion, with the following legal description, THE WESTERLY 30' OF LOT 10, BLOCK 21, CITY OF BARABOO, FORMERLY KNOWN AS ADAMS, SAUK COUNTY, WISCONSIN ("Property"), and

WHEREAS, after recent negotiations between the Library and the Church, the Church has agreed to sell the Property to the Library for the amount of \$45,000.00, contingent only upon being allowed to continue to use the garage currently located on the Property and being allowed to store snow on the Property, and

WHEREAS, the Property being sold is a part of a City parcel and not an entire parcel, and therefore can only be owned by an adjacent land owner which, in this case, is the City of Baraboo, and

WHEREAS, the money for the purchase of the Property will come from the Library's Building Fund and will not have a fiscal impact on the City of Baraboo.

NOW, THEREFORE, be it resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that contingent upon the Library Board approving the Offer to Purchase the Property, the City will submit an Offer to Purchase the Property to the Church and, should the Church accept the Offer to Purchase, the payment shall come from the Library's Building Fund and the land shall be titled in the name of the City of Baraboo.

Offered by: Finance/Personnel Comm.

Motion:

Second:

Approved: _____

Attest: _____

WB-13 VACANT LAND OFFER TO PURCHASE

1 **LICENSEE DRAFTING THIS OFFER ON** May 10, 2019 **[DATE] IS (AGENT OF BUYER)**
2 **(AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) STRIKE THOSE NOT APPLICABLE**
3 **GENERAL PROVISIONS** The Buyer, Baraboo, City of
4 _____, offers to purchase the Property
5 known as [Street Address] a portion of 214 2nd Avenue (see Attached Addendum A)
6 in the City Baraboo of Baraboo, County of Sauk, Wisconsin (Insert
7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:
8 ■ **PURCHASE PRICE:** Forty-five thousand dollars and zero cents
9 _____ Dollars (\$ 45,000.00).
10 ■ **EARNEST MONEY** of \$ N/A accompanies this Offer and earnest money of \$ N/A
11 will be mailed, or commercially or personally delivered within N/A days of acceptance to listing broker or
12 N/A.
13 ■ **THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.
14 ■ **INCLUDED IN PURCHASE PRICE:** Seller is including in the purchase price the Property, all Fixtures on the Property on the
15 date of this Offer not excluded at lines 18-19, and the following additional items: See Attached Addendum A -
16 Agreement of Purchase and Sale
17 _____
18 ■ **NOT INCLUDED IN PURCHASE PRICE:** See Attached Addendum A - Agreement of Purchase and Sale
19 _____
20 **CAUTION: Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented**
21 **and will continue to be owned by the lessor.**
22 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are**
23 **included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.**
24 ■ **ZONING:** Seller represents that the Property is zoned: B-1.
25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
26 copies of the Offer.
27 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines**
28 **running from acceptance provide adequate time for both binding acceptance and performance.**
29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
30 or before 4:30 p.m. CST on _____, 2019. ~~Seller may keep the Property on the~~
31 ~~market and accept secondary offers after binding acceptance of this Offer.~~
32 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**
33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (☐) ARE PART OF THIS
34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
35 OR ARE LEFT BLANK.
36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.
38 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if
39 named at line 40 or 41.
40 Seller's recipient for delivery (optional): Richard Orton, Church Trustee
41 Buyer's recipient for delivery (optional): Jessica Bergin, Library Director
42 ☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:
43 Seller: (☐) _____ Buyer: (☐) _____
44 ☐ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a
45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for
46 delivery to the Party's delivery address at line 49 or 50.
47 ☐ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.
49 Delivery address for Seller: _____
50 Delivery address for Buyer: _____
51 ☒ (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.
55 E-Mail address for Seller (optional): _____
56 E-Mail address for Buyer (optional): jbergin@cityofbaraboo.com
57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

63 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has no
64 notice or knowledge of Conditions Affecting the Property or Transaction (see lines 163-187 and 246-278) other than those
65 identified in the Seller's disclosure report dated N/A, which was received by Buyer prior to
66 Buyer signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
67 and see Attached Addendum A - Agreement of Purchase and Sale

MANAGED FOREST LAND: All, or part, of the Property is managed forest land under the Managed Forest Law (MFL). This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the local DNR forester or visit <http://www.dnr.state.wi.us>.

FENCES: Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares where one or both of the properties is used and occupied for farming or grazing purposes.

CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and occupied for farming or grazing purposes.

USE VALUE ASSESSMENTS: The use value assessment system values agricultural land based on the income that would be generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization Section or visit <http://www.revenue.wi.gov/>.

FARMLAND PRESERVATION: Rezoning a property zoned farmland preservation to another use or the early termination of a farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

CONSERVATION RESERVE PROGRAM (CRP): The CRP encourages farmers, through contracts with the U.S. Department of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

SHORELAND ZONING ORDINANCES: All counties must adopt shoreland zoning ordinances that meet or are more restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>. Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.

BUYER'S PRE-CLOSING WALK-THROUGH: Within 3 days prior to closing, at a reasonable time pre-approved by Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING: Seller shall maintain the Property until the earlier of closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring the Property.

DEFINITIONS

■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice physically in the Party's possession, regardless of the method of delivery.

■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are defined to include:

- a. Proposed, planned or commenced public improvements or public construction projects which may result in special assessments or otherwise materially affect the Property or the present use of the Property.
- b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- c. Land division or subdivision for which required state or local approvals were not obtained.
- d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90) (where one or both of the properties is used and occupied for farming or grazing).
- g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids, including, but not limited to, gasoline and heating oil.
- j. A Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides, fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the premises.
- k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
- m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned according to applicable regulations.

(Definitions Continued on page 5)

189 **IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.**

190 ☐ **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written _____
191 _____ [INSERT LOAN PROGRAM OR SOURCE] first mortgage
192 loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an
193 amount of not less than \$_____ for a term of not less than _____ years, amortized over not less than _____ years.
194 Initial monthly payments of principal and interest shall not exceed \$_____. Monthly payments may
195 also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance
196 premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination
197 fee in an amount not to exceed _____ % of the loan. If the purchase price under this Offer is modified, the financed amount,
198 unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the
199 monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

200 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 or 202.**

201 ☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.
202 ☐ **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest
203 rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per
204 year. The maximum interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal
205 and interest may be adjusted to reflect interest changes.

206 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 or
207 526-534 or in an addendum attached per line 525.

208 ■ **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a
209 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described
210 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no
211 later than the deadline at line 192. **Buyer and Seller agree that delivery of a copy of any written loan commitment to**
212 **Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan**
213 **commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall**
214 **accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of**
215 **unacceptability.**

216 **CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide**
217 **the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN**
218 **COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS**
219 **ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**

220 ■ **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this
221 Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan
222 commitment.

223 ■ **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already
224 delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of
225 same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is
226 named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this
227 transaction on the same terms set forth in this Offer and this Offer shall remain in full force and effect, with the time for closing
228 extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain
229 any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

230 ■ **IF THIS OFFER IS NOT CONTINGENT ON FINANCING:** Within 7 days of acceptance, a financial institution or third party
231 in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification,
232 sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering
233 written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing
234 contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands
235 and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an
236 appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

237 ☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised
238 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
239 subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon
240 purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to
241 Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon
242 purchase price, accompanied by a written notice of termination.

243 **CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether**
244 **deadlines provide adequate time for performance.**

DEFINITIONS CONTINUED FROM PAGE 3

- 245 n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not
246 closed/abandoned according to applicable regulations.
- 247 o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface
248 foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic
249 or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government
250 guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing
251 capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- 252 p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other
253 contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR)
254 Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- 255 q. Lack of legal vehicular access to the Property from public roads.
- 256 r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses,
257 conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of
258 a part of Property by non-owners, other than recorded utility easements.
- 259 s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to
260 impose assessments against the real property located within the district.
- 261 t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- 262 u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the
263 Property, or proposed or pending special assessments.
- 264 v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- 265 w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 266 x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 267 y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- 268 z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial
269 injuries or disease in livestock on the Property or neighboring properties.
- 270 aa. Existing or abandoned manure storage facilities on the Property.
- 271 bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of
272 the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 273 cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that
274 obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county
275 (see lines 139-145).
- 276 dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion
277 charge or the payment of a use-value conversion charge has been deferred.
- 278 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
279 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.
280 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under
281 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
282 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the
283 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours
284 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as
285 closing, expire at midnight of that day.
- 286 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
287 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
288 significantly shorten or adversely affect the expected normal life of the premises.
- 289 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be
290 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
291 to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited
292 to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and
293 docks/piers on permanent foundations.
- 294 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.**
- 295 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.

PROPERTY DEVELOPMENT WARNING

297 If Buyer contemplates developing Property for a use other than the current use,
298 there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and
299 zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or
300 uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals,
301 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits,
302 subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of
303 development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these
304 issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should
305 review any plans for development or use changes to determine what issues should be addressed in these contingencies.

306 ☐ **PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: _____
307 _____
308 _____

309 [insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional
310 provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers
311 written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific
312 item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller
313 agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.

314 ☐ **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's)
315 STRIKE ONE ("Buyer's" if neither is stricken) expense, verification that the Property is zoned _____
316 _____ and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

317 ☐ **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither
318 is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsoil condition which
319 would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such
320 development.

321 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent
322 upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither is stricken) expense, written evidence from
323 a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
324 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the
325 Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of
326 the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 CHECK
327 ALL THAT APPLY: ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding tank;
328 ☐ other: _____.

329 ☐ **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE
330 ONE ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions
331 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
332 significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

333 ☐ **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if
334 neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the
335 granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's
336 proposed use: _____
337 _____.

338 ☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if neither
339 is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at
340 the lot line, across the street, etc.) CHECK AND COMPLETE AS APPLICABLE: ☐ electricity _____;
341 ☐ gas _____; ☐ sewer _____; ☐ water _____;
342 ☐ telephone _____; ☐ cable _____; ☐ other _____.

343 ☐ **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE
344 ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public
345 roads.

346 ☐ **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) STRIKE ONE ("Buyer's" if
347 neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐
348 occupancy permit; ☐ other _____ CHECK ALL THAT APPLY, and delivering
349 written notice to Seller if the item cannot be obtained, all within _____ days of acceptance for the Property for its proposed
350 use described at lines 306-308.

351 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) STRIKE ONE ("Seller
352 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a
353 registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) STRIKE ONE ("Seller's" if neither is stricken)
354 expense. The map shall show minimum of _____ acres, maximum of _____ acres, the legal description of the
355 Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements,
356 if any, and: _____

357 [STRIKE AND COMPLETE AS APPLICABLE] Additional map features which may be added include, but are not limited to:
358 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square
359 footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.**
360 **Also consider the time required to obtain the map when setting the deadline.** This contingency shall be deemed satisfied
361 unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map,
362 delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information
363 materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency.
364 Upon delivery of Buyer's notice, this Offer shall be null and void.

365 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage
366 figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of
367 rounding, formulas used or other reasons, unless verified by survey or other means.

368 **CAUTION: Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage**
369 **information if material to Buyer's decision to purchase.**

370 **EARNEST MONEY**

371 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker
372 (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or
373 otherwise disbursed as provided in the Offer.

374 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the**
375 **Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special**
376 **disbursement agreement.**

377 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after
378 clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money.
379 At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest
380 money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said
381 disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse
382 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
383 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4)
384 any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an
385 interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to
386 exceed \$250, prior to disbursement.

387 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in
388 relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to
389 disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or
390 Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement.
391 Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4
392 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their
393 legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith
394 disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing
395 regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

396 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the
397 Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as
398 defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple
399 listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information
400 and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers
401 researching comparable sales, market conditions and listings, upon inquiry.

402 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
403 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
404 <http://www.widocoffenders.org> or by telephone at (608) 240-5830.

405 ☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery
406 of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior
407 to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers.
408 Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice
409 that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All
410 other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

411 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: ~~(1) earnest money payment(s);~~ (2) binding acceptance; (3)
412 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this
413 Offer except: _____.

414 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of
415 contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the
416 date or Deadline is allowed before a breach occurs.

417 **TITLE EVIDENCE**

418 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
419 (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
420 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
421 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
422 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and
423 in this Offer, general taxes levied in the year of closing and see Attached Addendum A - Agreement of Sale and
424 Purchase

425 _____
426 _____
427 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
428 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

429 ■ **TITLE EVIDENCE:** ~~Seller~~ shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
430 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. ~~Seller~~ shall pay all
431 costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

432 ■ ~~**GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE**~~
433 ~~**ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the~~
434 ~~effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy~~
435 ~~exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap~~
436 ~~coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).~~

437 ■ **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
438 insurance commitment is delivered to Buyer's attorney or Buyer not more than _____ days after acceptance ("15" if left blank),
439 showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per
440 lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements
441 and exceptions, as appropriate.

442 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
443 objections to title within 10 days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
444 such event, Seller shall have a reasonable time, but not exceeding 10 days ("5" if left blank) from Buyer's delivery of the
445 notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for
446 closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the
447 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
448 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
449 extinguish Seller's obligations to give merchantable title to Buyer.

450 ■ **SPECIAL ASSESSMENTS:** Special assessments, if any, levied or for work actually commenced prior to the date of this
451 Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

452 **CAUTION:** Consider a special agreement if area assessments, property owners association assessments, special
453 charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are
454 one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)
455 relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all
456 sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact
457 fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

458 **ADDITIONAL PROVISIONS/CONTINGENCIES** At lines 429-430, "Seller" shall be replaced by "Buyer."
459 _____
460 _____
461 _____
462 _____
463 _____
464 _____

465 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
466 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the
467 defaulting party to liability for damages or other legal remedies.

468 If Buyer defaults, Seller may:

469 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
470 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
471 actual damages.

472 If Seller defaults, Buyer may:

473 (1) sue for specific performance; or
474 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

475 In addition, the Parties may seek any other remedies available in law or equity.

476 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
477 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution
478 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of
479 law those disputes covered by the arbitration agreement.

480 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**
481 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**
482 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**
483 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**
484 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

485 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
486 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and
487 inures to the benefit of the Parties to this Offer and their successors in interest.

488 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of
489 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the
490 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,
491 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building
492 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,
493 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in
494 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's
495 authorization for inspections does not authorize Buyer to conduct testing of the Property.

496 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**
497 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**
498 **material terms of the contingency.**

499 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
500 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.
501 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported
502 to the Wisconsin Department of Natural Resources.

503 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer
504 is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no
505 Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing
506 an inspection of _____

507 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the
508 inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a
509 written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.
510 Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

511 **CAUTION: Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as
512 well as any follow-up inspection(s).**

513 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the written
514 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

515 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

516 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the
517 Buyer had actual knowledge or written notice before signing this Offer.

518 ■ **RIGHT TO CURE:** Seller (shall)(shall not) STRIKE ONE ("shall" if neither is stricken) have a right to cure the Defects. If
519 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
520 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and
521 workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
522 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
523 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
524 or (b) Seller does not timely deliver the written notice of election to cure.

525 ☒ **ADDENDA:** The attached Addendum A - Agreement of Sale and Purchase is/are made part of this Offer.

526 **ADDITIONAL PROVISIONS/CONTINGENCIES** _____

527 _____
528 _____
529 _____
530 _____
531 _____
532 _____
533 _____
534 _____

535 This Offer was drafted by [Licensee and Firm] Emily Truman, Baraboo City Attorney

536 _____ on May 10, 2019.

537 (x) _____
538 Buyer's Signature ▲ Print Name Here ► Date ▲

539 (x) _____
540 Buyer's Signature ▲ Print Name Here ► Date ▲

541 ~~**EARNEST MONEY RECEIPT**~~ Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

542 _____ Broker (by) _____

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**
545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

546 (x) _____
547 Seller's Signature ▲ Print Name Here ► Date ▲

548 (x) _____
549 Seller's Signature ▲ Print Name Here ► Date ▲

550 This Offer was presented to Seller by [Licensee and Firm] _____

551 _____ on _____ at _____ a.m./p.m.

552 This Offer is rejected _____ This Offer is countered [See attached counter] _____
553 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

ADDENDUM A
AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT OF PURCHASE AND SALE ("AGREEMENT") is entered into as of the date set forth below by and between the **CITY OF BARABOO**, with a mailing address of 101 South Blvd., Baraboo, WI 53913 ("BUYER") and the **FIRST UNITED METHODIST CHURCH**, with a mailing address of 615 Broadway Street, Baraboo, WI 53913 ("SELLER"). The Buyer and the Seller may be singularly referred to herein as a party or jointly as the parties.

WHEREAS, the Seller hereby offers to sell and the Buyer hereby agrees to purchase the following described real estate on the terms and conditions set forth herein:

THE WESTERLY 30' OF LOT 10, BLOCK 21, CITY OF BARABOO, FORMERLY KNOWN
AS ADAMS, SAUK COUNTY, WISCONSIN,

Which is a part of tax parcel ID of 206-1398-00000 and has a site address of 214 4th Avenue, Baraboo, WI 53913 (herein referred to as the "PROPERTY").

NOW, THEREFORE, in consideration of the mutual consideration and mutual covenants hereinafter set forth, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Buyer and the Seller agree as follows:

1. Agreement. The Seller agrees to sell and convey to the Buyer, and the Buyer agrees to purchase from Seller, the real estate located in the City of Baraboo, Sauk County, Wisconsin, identified herein as the Property.
2. Purchase Price. The purchase price for the Property shall be \$45,000.00. The purchase price shall be paid in full by check at the time of closing.
3. Closing Documents. The Baraboo Public Library shall pay all costs associated with the sale including the cost of preparing the Offer to Purchase, title work (including title evidence), deed preparation and other costs associated with the transaction.
4. Warranty Deed. The Seller shall, upon payment of the purchase price, convey marketable title to the Property by warranty deed free and clear of all liens and encumbrances, except for any assessments not yet due, and subject to any utility easements of record. The conveyance by Seller to Buyer shall be by warranty deed.
5. Taxes. As both Seller and Buyer are tax exempt charitable organizations, no tax proration is required.
6. Occupancy. Occupancy and possession of the Property shall be given to the Buyer on the date of closing, subject to Paragraphs 7 and 8, below.

7. Storage Structure. Included in the sale of the Property is the storage structure located on the Property and currently used by the Seller ("GARAGE"), subject to the following terms and conditions:
- a. After the transfer of the property from the Seller to the Buyer, and to the fullest extent described herein, the Seller, and the Seller's employees, agents, members and volunteers, shall be allowed to access and use, at the Seller's sole discretion and at the times and in the capacity so desired by the Seller, the Garage.
 - b. In exchange for allowing the Seller continued access and use of the Garage, the Seller agrees to indemnify, defend and hold harmless the Buyer and the Baraboo Public Library, its officers, board members, employees, agents and volunteers, against any loss, liability, claim, damage and expense whatsoever arising out of or based upon the Seller's use of the Garage unless caused by the sole negligence of the Buyer.
 - c. The parties shall each be responsible for obtaining and maintaining an industry standard amount of insurance on the Garage to cover the extent of each party's potential liability as it pertains to the Garage under this Paragraph.
 - d. The Garage shall only be used by the Seller pursuant to this Paragraph in a lawful capacity, and must be in and remain compliant with all applicable City of Baraboo building codes, which shall be the responsibility of the Seller to ensure. Further, unless or until the rights described herein are terminated pursuant to subsection (e), below, the Buyer shall not be responsible for the upkeep, maintenance, replacement or repair of the Garage and all such responsibilities shall remain solely the duty of the Seller.
 - e. Each party shall have the right, with sixty (60) calendar days' notice to the other party, to terminate the rights granted by the Buyer to the Seller under this Paragraph. On or prior to the date of termination, the Seller shall have the option of claiming ownership of the Garage by removing the Garage from the Property, at the sole cost to the Seller, with the removal occurring on a date and time that is mutually agreeable to the parties. In the event the Garage remains on the Property after the date of termination, the Buyer shall have the right to use, remove or dispose of the Garage as the Buyer so chooses.
8. Snow Storage. After the transfer of the Property from the Seller to the Buyer, the Seller shall be allowed to store snow that accumulates on the Seller's property immediately adjacent and to the east of the Property, so long as the storage takes up no more than the first five feet (5') of the eastern part of the Property. From time to time as deemed necessary by the Buyer, such as during periods of construction on the Buyer's property adjacent to the Property, the Buyer may require the Seller to store the snow in another location; in such cases at least thirty (30) calendar days' notice shall be provided by the Buyer to the Seller. See attached Exhibit A, showing the location of the snow storage area.

9. Closing. Subject to the satisfaction of the contingencies contained herein, this transaction shall be closed at the Office of the City Attorney for the City of Baraboo, located at 101 South Broadway, Baraboo, WI 53913, on May 17, 2019 at 9:30 a.m.
10. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties for the benefit of the Buyer, which are true as of the date of this Agreement (except as otherwise hereinafter provided) and which shall be true as of the closing date, and which shall survive the closing date:
 - a. The Seller warrants and represents to the Buyer that as of the date of this Agreement, the Seller has no notice or knowledge of any condition affecting the Property or this transaction. A "condition affecting the Property or this transaction" is defined on Exhibit B, attached hereto and made a part hereof.
 - b. There are or will be no leases, sub-leases, tenancies, or occupancy agreements pertaining to or affecting the use or occupancy of the Property after the date of closing by any party other than Seller, except as provided in Paragraphs 7 and 8, above.
 - c. The Seller represent that no broker has been retained or brought about this purchase and sale transaction and Seller agree to indemnify, defend, and hold the Buyer harmless from and against any and all claims for brokerage commissions or services arising from any broker retained, hired, or utilized by Seller in connection with the Property. The Seller shall be solely responsible for the payment of any commission due any broker as a result of this transaction.
11. Contingencies and Termination. Within three (3) calendar days of the effective date of this Agreement, as defined by Paragraph 13(e), below, the Seller shall provide the Buyer with any and all documentation, agreements, and other information in the Seller's possession pertaining to the existence of any underground storage tanks, above ground storage tanks, asbestos or other hazardous materials on the Property. If the Buyer deems the information obtained by such documentation is unsatisfactory or unsuitable for any reason, in the Buyer's sole discretion, or if the Buyer for any other reason elects in its sole discretion not to proceed with the purchase and sale transaction contemplated herein, the Buyer may terminate this Agreement by notifying the Seller no less than seventy-two hours prior to the date and time of the closing.
12. Notice. As provided for herein, "notice" shall be deemed effective (i) upon personal delivery to the address as set forth above, or (ii) three (3) business days after having been sent by registered or certified mail, postage prepaid, return receipt requested, and addressed to the respective parties at their addresses set forth above.
13. Miscellaneous.

- a. The parties expressly acknowledge that this Agreement constitutes the entire Agreement of the parties hereto with respect to the purchase and sale of the Property and supersedes any prior arrangements or understanding between the parties with respect thereto, including the Option Agreement entered into by "the Baraboo Library Board, City of Baraboo" and the Seller on November 9, 2015. No other agreement, statement, or promise made by either party hereto which is not contained herein shall be binding or valid.
- b. The parties act in good faith and to use due diligence in completing the terms of the Agreement.
- c. The parties agree that a fully signed copy of this Agreement shall constitute an original.
- d. The parties agree that time shall be of the essence as to legal possession, occupancy, and date of closing.
- e. The parties agree that the execution of this Agreement shall constitute an Agreement by each party executing it to perform all responsibilities to that party as set forth herein. All representations and warranties of the parties contained herein shall be true and correct as if made on the closing.
- f. This Agreement may be modified or amended only in writing duly authorized and executed by the parties.
- g. This Agreement shall be construed and interpreted under and governed and enforced according to the laws of the State of Wisconsin. The parties agree that the Sauk County Circuit Court shall have the sole and exclusive subject matter and personal jurisdiction over the parties in connection with any dispute between the parties arising under or pursuant to this Agreement.
- h. Neither party may assign this Agreement without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.
- i. Each party will, whenever or as often as it shall be requested by the other party, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such further instruments and documents as may be necessary in order to carry out the terms and conditions of this Agreement and to complete the sale, conveyance, and transfer herein contemplated and shall do any and all other acts as may be requested in order to carry out the intent and purposes of this Agreement.
- j. Each person signing this Agreement on behalf of an entity represents and warrants that he/she is fully authorized to execute this Agreement on behalf of the entity on whose

behalf such individual has signed this Agreement, and that by signing this Agreement such entity shall be bound by the terms contained herein.

k. This Agreement shall be effective as of the date executed by Seller.

FIRST UNITED METHODIST CHURCH, SELLER

Signature: _____

Date: _____

Print: _____

Title: _____

Signature: _____

Date: _____

Print: _____

Title: _____

CITY OF BARABOO, BUYER

Signature: _____

Date: _____

Print: _____

Title: _____

Signature: _____

Date: _____

Print: _____

Title: _____

This document was drafted by:

Emily Truman, Baraboo City Attorney

S:\Administration\Attorney\Land Transactions\Library and Church Offer to Purchase 5-6-19.docx

Exhibit A
MAP DEPICTING SNOW STORAGE LOCATION



(P) Library Parking

BARABOO
PUBLIC
LIBRARY
EXISTING SITE
DIAGRAM

Exhibit B
SELLER'S WARRANTIES OF CONDITIONS AFFECTING PROPERTY IN SALE TRANSACTION

A "condition affecting the Property or transaction" is defined as follows:

- (a) Planned or commenced public improvements which may result in special assessments or otherwise materially affect the Property or the present use of the Property;
- (b) Government agency or court order requiring repair, alteration, or correction of any existing condition;
- (c) Completed or pending reassessment of the Property for property tax purposes;
- (d) Any land division involving the Property, for which required state or local approvals were not obtained;
- (e) Any portion of the Property being in a 100 year floodplain, a wetland or shoreland zoning area under local, state or federal regulations;
- (f) Any portion of the Property being subject to, or in violation of, a Farmland Preservation Agreement under a County Farmland Preservation Plan or enrolled in, or in violation of, a Forest Crop, Woodland Tax, Managed Forest, Conservation Reserve, or comparable program;
- (g) Boundary disputes or material violation of fence laws (Wis. Stats. Chapter 90) which require the erection and maintenance of legal fences between adjoining properties where one or both of the properties is used and occupied for farming or grazing purposes;
- (h) Material violations of environmental rules or other rules or agreements regulating the use of the Property;
- (i) Conditions constituting a significant health or safety hazard for occupants of Property;
- (j) Underground storage tanks on the Property for storage of flammable or combustible liquids including, but not limited to, gasoline and heating oil; **note: Wisconsin Administrative Code, Chapter ILHR 10 contains registration and operation rules for such underground storage tanks.**
- (k) Underground storage tanks for storage of flammable or combustible liquids including, but not limited to, gasoline and heating oil, which were previously located on the Property;
- (l) High voltage electric (100 KV or greater) or steel natural gas transmission lines located on, but not directly serving the Property;
- (m) Wells on the Property required to be abandoned (Wis. Adm. Code NR 112.26). but which are not abandoned according to state regulations;
- (n) Cisterns or septic tanks on the Property which are currently not servicing the Property;
- (o) A lack of legal vehicular access to the Property from public roads;
- (p) Prior reimbursement for corrective action costs under the Agricultural Chemical Cleanup Program (Wis. Stats. §94.73).

RESOLUTION NO. 2019-

Dated: May 14, 2019

The City of Baraboo, Wisconsin

Background: The City of Baraboo is planning to reconstruct Washington Avenue this year, from 4th Street to 8th Street. The project includes installing new storm sewer to provide additional capacity since that area is prone to periodic flooding during heavy rainfall events. To minimize the impact to the existing curb & gutter and sidewalk, installation on the Sauk County Agricultural Society's property (fairgrounds) along the east side of Washington Avenue would be the best location.

Staff has negotiated a mutually agreeable 25' x 1,013' (+/-) easement with the Sauk County Agricultural Society.

At their meeting on May 14, the Finance Committee unanimously recommended approval of this arrangement with the Sauk County Agricultural Society.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That a 25-foot wide x 1,013-foot (+/-) permanent Storm Sewer Easement be obtained from the Sauk County Agricultural Society, Inc. in accordance with the attached Sanitary Easement and Exhibit and that the Mayor and City Clerk are hereby authorized to execute the corresponding documents.

Offered by: Finance Committee
Motion:
Second:

Approved: _____
Attest: _____

Permanent and Perpetual Storm Sewer Easement

Document Title

Document Number

THIS EASEMENT GRANT is made and executed effective the date set forth below by the undersigned Grantors, the Sauk County Agricultural Society, Inc., hereinafter referred to as "Grantor."

For good, valuable, and fair consideration, the receipt of which is hereby acknowledged, Grantor hereby grants, sells, and conveys, free and clear of all liens and encumbrances, to the City of Baraboo, Wisconsin, a Wisconsin municipal corporation, its successors and assigns, hereinafter referred to as "City," a 25-foot wide permanent and perpetual right-of-way and storm sewer easement in, upon, under, across, and through the real estate situated in NE 1/4 of the SE 1/4 of Section 36, T12N, R6E in the City of Baraboo, Sauk County, Wisconsin shown on Exhibit 1 and described as follows:

Commencing at the East 1/4 corner of Section 36, T12N, R6E; thence west along the North line of the SE 1/4 of said Section 36, 1616.58 feet; thence south along the east line of Washington Avenue 380' to the point of beginning; thence continuing south along the east line of Washington Avenue 1013.5 feet to the North line of 4th Street; thence east along the North line of 4th Street, 25 feet; thence north, parallel to the east line of Washington Avenue, 1013.5 feet; then west 25 feet to the point of beginning;

Except the following:

Commencing at the intersection of the north line of 5th Street and the east line of Washington Avenue; thence east 25 feet; thence north 30 feet; thence west 25 feet to the east line of Washington Avenue; thence south along said east line 30 feet to the point of beginning.

Said easement parcel is hereafter referred to as "The Easement Tract."

Grantor understands and agrees that the storm sewer constructed and installed by the City within The Easement Tract are important water conveying systems for the handling of storm water

Recording Data

Name and Return Address

Emily Truman
Baraboo City Attorney
101 South Blvd
Baraboo, WI 53913

Parcel Identification Number (PIN)

206 0683-00000

and that this Easement is an exclusive easement and Grantor, its successors and assigns, shall not interfere with the construction, operation, usage, maintenance, ownership, inspection, and repair of any utility system and/or drainage, ditch and swale systems within The Easement Tract and no additional improvement shall be constructed on The Easement Tract.

The foregoing right-of-way and easement includes the right to lay, excavate, construct, maintain, operate, inspect, use, relocate, and repair an underground storm sewer in, upon, under, across, and through The Easement Tract. The Easement granted herein shall include the full right of ingress and egress by the City, its employees, agents, and contractors, together with equipment, supplies, and materials to, over, across, through, and under The Easement Tract and the lands adjoining the same as is reasonably necessary to excavate, lay, construct, use, maintain, operate, inspect, relocate, and repair underground storm sewer, including, but not limited to, mains and associates appurtenances, and for doing anything necessary, useful, and convenient for the full enjoyment of the Easement granted herein.

The City agrees that in the event its construction, operation, usage, maintenance, ownership, inspection, or repair of the storm sewer causes damage to The Easement Tract, that the City shall, at its own expense, repair all such damages, including grading and seeding, so as to return the property to its original state prior to the work being accomplished upon The Easement Tract. The City further agrees that the City shall avoid and not cause damage or harm to any existing improvements on The Easement Tract and, in the event the City does cause damage or harm to any existing improvements, the City shall be responsible for the actual and true costs of repair or replacement.

This Easement Grant and the covenants and agreements contained herein shall inure to the benefit of and be binding and obligatory upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

(Signature Page to Follow)

GRANTOR:
SAUK COUNTY AGRICULTURAL SOCIETY, INC.

Scott Zirzow, President

Liz Cook, Secretary

AUTHENTICATION

Signature(s) of _____

authenticated on _____

[Print Name]

Title: Member State Bar of Wisconsin

GRANTEE:
CITY OF BARABOO

Mike Palm, Mayor

Brenda Zeman, City Clerk

AUTHENTICATION

Signature(s) of _____

authenticated on _____

[Print Name]

Title: Member State Bar of Wisconsin

ACKNOWLEDGEMENT

STATE OF WISCONSIN

COUNTY OF _____

Personally came before me on _____ the
above-named _____
to me known to be the person(s) who executed the foregoing instrument
and acknowledged the same.

[Print Name]

Notary Public, State of Wisconsin

My Commission: _____

ACKNOWLEDGEMENT

STATE OF WISCONSIN

COUNTY OF _____

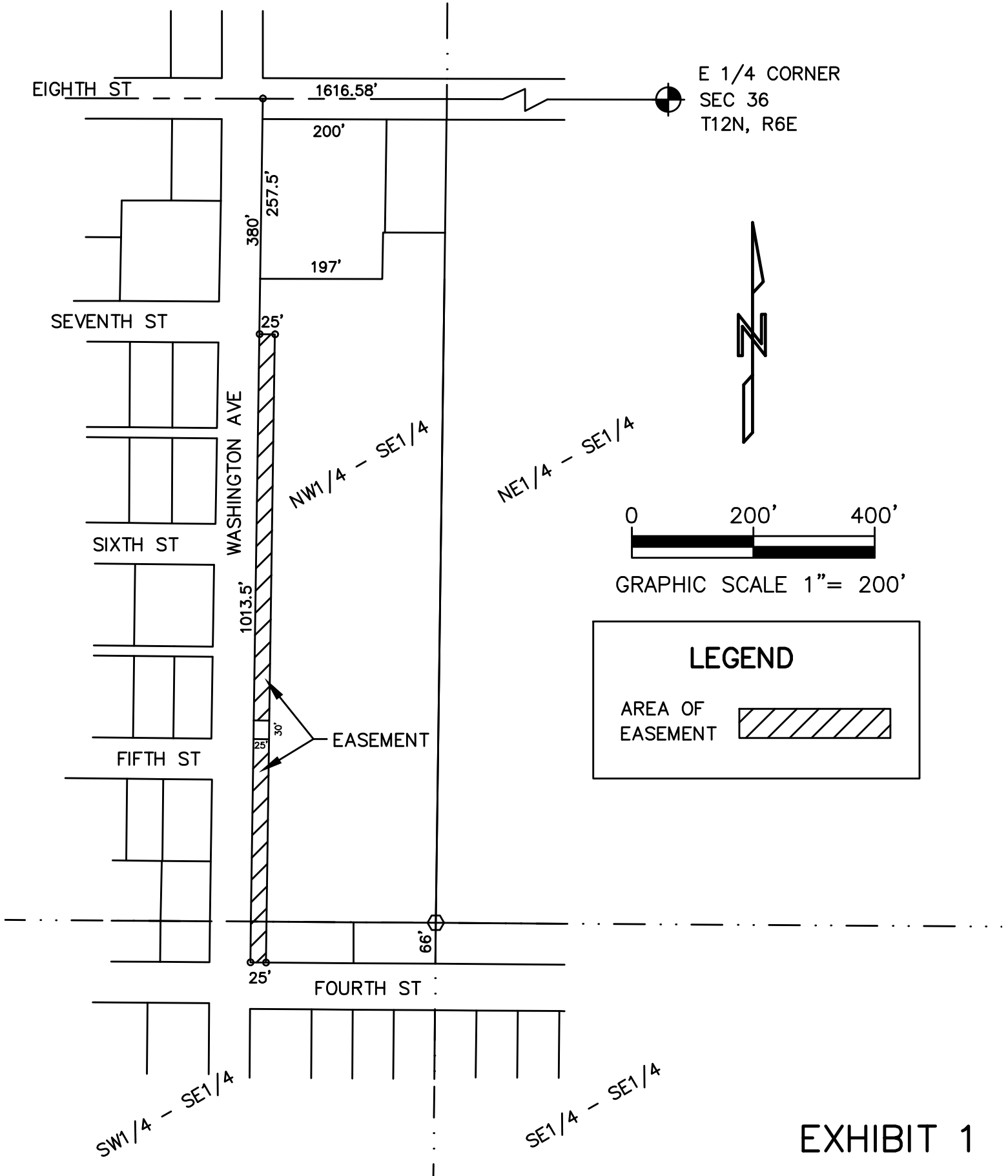
Personally came before me on _____ the
above-named _____
to me known to be the person(s) who executed the foregoing instrument
and acknowledged the same.

[Print Name]

Notary Public, State of Wisconsin

My Commission: _____

STORM SEWER EASEMENT



The City of Baraboo, Wisconsin

Background: The City's Municipal Code contains an ordinance that creates the Office of the City Administrator and outlines the purpose, powers and duties of the City Administrator position. Originally adopted in 1994, the ordinance has not been updated or amended since 2004.

Although the purpose, powers and duties of the position have not changed much over the years, the ordinance itself is somewhat unwieldy and contains some duplicated language. After a review of the current ordinance by Ed Geick, City Administrator, Mike Palm, Mayor and Emily Truman, City Attorney, it is recommended to Council that the ordinance be amended to clarify the codified requirements of the position.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 1.10 of the City of Baraboo Municipal Code is amended as follows:

ORDINANCE AS AMENDED (WITH THE CHANGES TO THE ORDINANCE ACCEPTED):

1.10 OFFICE OF CITY ADMINISTRATOR. (1725 03/15/94, 1821 07/11/95, XXXX 5/XX/19)

- (1) DEFINITIONS. As used in this section, the following terms shall have the following meanings:

- (a) “City Department” means the following departments of the City: Administration Department, Finance Department, Fire Department, Parks, Recreation and Forestry Department, Police Department, Public Works/Engineering Department, Water and Sewer Utilities.
- (b) “Department Head” means the City employee in charge of a City Department.

- (2) PURPOSE AND POWERS CITY ADMINISTRATOR. The Common Council hereby adopts this ordinance to create the City Administrator position to administer and coordinate the day-to-day operations and activities of the City. The Administrator shall only have such powers as are expressly granted to him/her pursuant to the City Ordinances, resolutions and directives of the Council and Mayor. Subject to the foregoing and without limiting the authority and control of the Council, its committees, and the Mayor and, except where authority is vested by the Wisconsin Statutes or Municipal Code of Ordinances in Boards, Commissions or City officers, the Administrator shall be the chief administrative officer of the City. (2033 11/14/2000)

- (i) Work closely with the Department Heads to promptly resolve personnel problems or grievances and provide administrative direction, supervision and coordination of each Department Head.

- a. Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of a Department Head and City Attorney, and evaluate the job performance of Department Heads and City Attorney not less than once per year.
 - b. Act as the approving authority for requests by Department Heads and City Attorney to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
 - c. Advise and assist Department Heads in the recruiting, training and evaluation of subordinate employees; assist, as necessary, Department Heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments; and in conjunction and cooperation with the Department Heads, be responsible for the appointment, promotion, and when necessary for the good of the City, to take disciplinary action, including suspension and termination, of employees below the Department Head. (2161 09/28/2004)
- (ii) Assist, as requested, the Library Board and Community Development Authority with any personnel related matter including, but not limited to, the appointment, promotion, job performance evaluation, suspension or termination of the head of said department or subordinate employees.
 - (iii) Organize and conduct a monthly meeting with the Mayor, City Attorney and Department Heads to coordinate practices and programs and to keep all departments current in regard to City practices and programs; ensure all practices and programs are properly implemented by the Department Heads, as applicable.
 - (iv) Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Council.
- (l) Carry out promptly, efficiently and effectively the following financial responsibilities:
 - (i) In conjunction with and under the direction of the Mayor and Council coordinate, assist and be responsible for the preparation of the annual City budget in accordance with such guidelines as may be provided by the Mayor and Council and in coordination with Department Heads and City officials and pursuant to State Statutes. Administer the budget as adopted by the Council.
 - (ii) In coordination with the Finance Director:
 - (a) Perform the duties and responsibilities of Comptroller as set forth in §62.09, Wis. Stats.;
 - (b) Administer and supervise the accounting system of the City and ensure that the system employs methods in accordance with current professional accounting practices;
 - (c) Monitor revenues and expenditures and maintain debt schedules; coordinate financial advisors, bond counsel and rating agencies on debt issues; and serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, provided that the expenditure has been specifically

approved in the City budget and provided that the purchasing procedures established by the Council and any limitations provided by the Wisconsin State Statutes are followed; and

- (d) Coordinate, assist and approve requests for proposals, assist Department Heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations and analyze bids with department heads and assist in the compilation of bid recommendations for Council approval.
- (iii) Report regularly to the Mayor and Council on the current financial condition and future needs of the City.
- (iv) Keep the Council and Mayor informed of the availability of and changes to local, state and federal laws concerning funds for local programs and assist Department Heads and the Council in obtaining these funds under the direction of the Mayor and the Council; advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals for such funds.
- (v) Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.
- (vi) Carry out all actions and directives of the Council in conjunction with budgeting and purchasing which require administrative implementation or where the Council has so directed.
- (vii) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Council.
- (m) All officials, City officers and employees of the City shall cooperate with and assist the Administrator and the Administrator shall similarly cooperate with and assist all officials, City officers and employees of the City so that the City government shall function effectively and efficiently.

ORDINANCE SHOWING THE TRACKED CHANGES TO THE CURRENT ORDINANCE

1.10 OFFICE OF CITY ADMINISTRATOR. (1725 03/15/94, 1821 07/11/95)

(1) DEFINITIONS. As used in this section, the following terms shall have the following meanings:

(a) “City Department” means the following departments of the City: Administration Department, Finance Department, Fire Department, Parks, Recreation and Forestry Department, Police Department, Public Works/Engineering Department, Water and Sewer Utilities.

(b) “Department Head” means the City employee in charge of a City Department.

(2) PURPOSE, AND POWERS AND DUTIES OF CITY ADMINISTRATOR. The City of Baraboo operates under a Mayor-Council form of government. The City is vested in the Common Council and the Mayor, who is the Chief Executive Officer of the City. The Council, through its committees, is responsible for the management and control of the City to the fullest extent authorized by the Wisconsin Constitution and Wisconsin Statutes. In addition, the authority, jurisdiction and responsibilities vested by the Wisconsin Statutes and the Municipal Code of Ordinances in the Police and Fire Commission, Library Board,

Community Development Authority, and certain City officers to administer and manage their respective departments or offices is recognized as an integral part of the overall administrative operation of City government. In recent years, the administrative management and control of City operations have become increasingly complex and it has become more and more difficult for a part-time Council member or Mayor hereby adopts this ordinance to create the City Administrator position to administer and coordinate the day-to-day operations and activities of the City. Therefore, in order to provide a more efficient, effective and responsible City government, there is hereby created the office of City Administrator. The Administrator shall at all times be responsible to and work under the direction, control and command of the Council, and its committees, and the Mayor. The Administrator shall cooperate with and assist as necessary the Police and Fire Commission, Library Board, and Community Development Authority in those areas where these Boards and Commissions are vested with authority by the Wisconsin Statutes or the Municipal Code of Ordinances and the Administrator shall work closely with and through these Boards and Commissions in the administration of their respective departments. The Administrator shall further cooperate with and assist those City officers vested with authority by the Wisconsin Statutes and the Municipal Code of Ordinances to administer and manage their departments and/or offices. The Administrator shall have no direct or indirect authority to administer or manage activities over which authority is vested by the Wisconsin Statutes or by the Municipal Code or by a directive or resolution of the Council in a specific Board or Commission or in a City officer. Nothing in this Ordinance shall be interpreted to in any limit or reduce the authority of the Council, and its Committees, and the Mayor to administer, manage and control the operations of the City. The Administrator shall only have such powers as are expressly granted to him/her pursuant to the City Ordinances, resolutions and directives of the Common Council and Mayor. Subject to the foregoing and without limiting the authority and control of the Common Council, its committees, and the Mayor and, except where authority is vested by the Wisconsin Statutes or Municipal Code of Ordinances in Boards, Commissions or City officers, the City Administrator shall be the chief administrative officer of the City with the following powers and duties. (2033 11/14/2000)

(a) ~~(3)~~ DUTIES OF CITY ADMINISTRATOR. The Administrator shall be responsible only to the Mayor and the Common Council for the proper coordination and administration of the business affairs of the City- including, but not limited to:

(b) The Administrator shall direct, administer, supervise, coordinate and expedite the activities of the following departments of the City: Engineering, Public Works, Water Utility, Sewer Utility, Building, Plumbing and Electrical Inspection, Emergency Government, Weed Control, Zoning Administration, Forestry and Parks & Recreation. The Administrator shall assist, cooperate and work closely with the Police and Fire Commission and the Police Chief and Fire Chief, the Library Board, and the Community Development Authority, in the administration, evaluation and management of their respective departments. The City Administrator shall assist, cooperate and work closely with and through the City Treasurer and City Clerk and their deputy clerks in carrying out the duties and responsibilities vested in these offices by the Wisconsin Statutes, the Municipal Code of Ordinances and by the directives and resolutions of the Common Council. The City Attorney shall be responsible only to the Common Council and the Mayor; and the Administrator and City Attorney shall work closely and cooperatively together. (2-33-11/14/2000).

(c) ~~The Administrator shall implement~~ (a) Implement and carry out the ordinances, resolutions and directives of the Mayor and/or Council, and its Committees, and/or Mayor as applicable and appropriate, which require administrative implementation; and reporting promptly to the Mayor and Council any difficulties encountered and the progress and completion thereof.

(d) ~~The Administrator shall be responsible for the administrative coordination of the day-to-day operations of the City government.~~

(e) ~~The Administrator shall perform promptly, efficiently and effectively the following general duties:~~

(b) ~~Establish when necessary~~ administrative procedures to increase the effectiveness and efficiency

of City government according to current best practices in local government;

~~1. Work cooperatively with all Boards, Commissions and Committees of the City and attend the meetings of a Board, Commission and Committee if requested by the Chairperson, the Mayor, or a Common Council member;~~

~~(c)~~ Keep informed concerning current federal, state, and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Council;

~~4. Keep the Council and Mayor informed of changes in state and/or federal laws having an impact on the City and concerning the availability of federal, state and county funds for local programs and assist department heads and the Council in obtaining these funds under the direction of the Mayor and the Council;~~

5.(d) Represent the City in matters involving legislative and inter-governmental affairs as authorized and directed ~~as to that representation~~ by the Mayor and Council;

~~6. In cooperation with the City Clerk, act (c) Act~~ as public information officer for the City with the responsibility of ~~assuring~~ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed;

~~7.~~

~~(f)~~ Establish and maintain procedures to facilitate communications between citizens and City government, to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ~~assure~~ensure that all such matters are expeditiously resolved;

~~8. Promote the economic well-being and growth of the City through public and private sector cooperation;~~

9.(h) Provide leadership and direction in the development of short and long range plans; be responsible for and ~~undertaking~~undertake planning and program analysis, including gathering, interpreting and preparing data for studies, reports and recommendations, and developing procedures, methods and techniques to meet the present and future needs of the City and to improve the efficiency, effectiveness and quality of services and programs provided by the City.

~~10. Perform such other duties and responsibilities as shall be assigned or delegated by the Council or the Mayor;~~

~~(f) The Administrator shall perform promptly, efficiently and effectively the following general responsibilities to the Common Council:~~

~~1. (i) Attend all meetings of the Council, assisting the Mayor and the Council as necessary in the performance of their duties;~~

Attend, and attend all meetings of the Standing and Special Committees of the Council if requested by the Mayor or Committee chairperson, and assist Committee members as necessary in the performance of their duties;

~~2. (j)~~ In coordination with the Mayor, the Council, and the Clerk, ensure that appropriate agendas are prepared for all meetings of the Council, all Council committees, and all other appropriate committees and commissions of the City, together with such supporting material as may be required, with nothing herein being construed to give the ~~administrator~~Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions;

4. ~~Assist in the preparation of ordinance and resolutions as requested by the Mayor or the Council, or as needed;~~

5. ~~Keep the Mayor and Council regularly informed of the activities of the Administrator's office by oral or written report at regular and special meetings of the Council;~~

6. ~~In the event that,~~ If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.

7. ~~Perform such other duties and responsibilities (k) Serve as shall be assigned or delegated by the Mayor or Council.~~

~~(g) The Administrator shall~~ personnel officer for the City and perform promptly, efficiently, and effectively the following personnel related duties in connection with, except as otherwise provided for by State Statute or City Ordinance. (See, §43.58, Wis. Stat., for the Engineering Department, Public Works Department, Sewer Utility, Water Utility, Building, Plumbing powers and Electrical, Zoning Administration, Parks, duties of the Library Board and Recreation Department, Emergency Services, §1.19 of this Code for the powers and Weed Control (2033-11/14/2000) duties of the Police and Fire Commission.)

Be responsible for the Ensure compliance with all local, state and federal laws and regulations applicable to hiring and employment practices, including best safety practices.

Maintain complete and current personnel records, including specific job descriptions, for all City employees.

Coordinate and administer the City's compensation plan, develop classification and salary schedules, job evaluation and performance evaluation procedures and rating forms and recommend to the Council salaries and classifications for City employees covered by the compensation plan.

Negotiate collective bargaining agreements and bring tentative agreements to the Council for ratification; monitor and ensure compliance with said agreements.

Work closely with the Department Heads to promptly resolve personnel problems or grievances and provide administrative direction, supervision and coordination of each department head and all employees of the City in these departments Department Head.

2. ~~Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of the department heads in these departments.~~ Recommend to the Council or the appointing body as provided in §1.03 of this Code, the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of a Department Head and City Attorney, and evaluate the job performance of Department Heads and City Attorney not less than once per year. (2161 09/28/2004)

Act as the approving authority for requests by Department Heads and City Attorney to attend conferences, meetings, training, schools, etc., provided that funds have been budgeted for these activities.

~~In conjunction and cooperation with the appropriate Department Head~~
Advise and assist Department Heads in the recruiting, training and evaluation of subordinate employees; assist, as necessary, Department Heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments; and in conjunction and cooperation with the Department Heads, be responsible for the appointment, promotion, and when necessary for the good of the City, to take disciplinary action, including suspension and termination, of employees below the Department Head within these departments. (2161 09/28/2004)

4. ~~Be responsible for evaluating the job performance of the Department Heads of these departments not less than once per year and, when necessary for the good of the City, to discipline a Department Head. The Administrator shall further authorize to administratively suspend a Department Head within these departments pending action by the Council or the appointing body as provided in Subsection (g)2 above. (2161-09/29/2004)~~

5. ~~Work closely with the department heads of these departments to promptly resolve personnel problems or grievances.~~

6. ~~Act as the approving authority for requests by department heads of these departments and City employees within these departments to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.~~

7. ~~Advise and assist department heads in these departments in the recruiting, training and evaluation of subordinate employees and coordinate, and assist as necessary department heads in undertaking not less than once each calendar year a job performance evaluation of all employees in their departments.~~

8. ~~Be responsible for keeping the Public Safety Committee and Parks & Recreation Commission regularly informed of the activities of their respective departments and to work closely with the Public Safety Committee and Parks & Recreation Commission in administering and directing the activities of the Sewer Utility, Water Utility, and Parks & Recreation Department and the Administrator shall regularly seek the advice and recommendation of these commissions on all policy related matters and/or before implementing material changes in their respective departments. (2033 11/14/2000)~~

9. Assist, as requested, the Library Board and Community Development Authority with any personnel related matter including, but not limited to, the appointment, promotion, job performance evaluation, suspension or termination of the head of said department or subordinate employees.

Organize and conduct a monthly meeting with the Mayor, City Attorney and Department Heads to coordinate practices and programs and to keep all departments current in regard to City practices and programs; ensure all practices and programs are properly implemented by the Department Heads, as applicable.

Be responsible for such other personnel practices and matters regarding these departments as shall be assigned or delegated by the Mayor, or Council or Personnel Committee.

(h) ~~The City Administrator shall carry)~~ Carry out promptly, efficiently and effectively the following personnel related duties with respect to departments under the jurisdiction of the Police and Fire Commission, Library Board, and the Community Development Authority. (2033 11/14/2000)

1. ~~Coordinate and assist as requested these Boards and Commission in conjunction with under-taking a job performance evaluation of their respective department heads not less than once per calendar year.~~

1. ~~Assist as requested the department heads of these departments to promptly resolve personnel problems or grievances.~~

2. ~~Assist as requested the Council, Personnel Committee, and/or the foregoing Boards and Commissions in the appointment, promotion and when necessary for the good of the City the suspension or termination of the department head.~~

- ~~3. Assist as requested the department heads under the foregoing Boards and Commissions to undertake not less than once each calendar year a job performance evaluation of all employees in these departments;~~
- ~~4. Assist as requested the department head of the foregoing departments in the appointment, promotion and when necessary for the good of the City the suspension or termination of employees below the department head level within these departments;~~
- ~~5. Assist these Boards and Commissions as requested to carry out their actions and directives which require administrative implementation or where the Mayor and/or Common Council have so directed;~~
- ~~6. Be responsible for such other personnel practices and matters in conjunction with the Council, the Personnel Committee and the foregoing Boards and Commissions as shall be assigned or delegated by the Mayor or Council;~~

~~(i) The Administrator shall carry out promptly, efficiently and effectively the following personnel related duties with respect to the offices of the City Clerk and City Treasurer and their appointed deputies:~~

- ~~1. Assist as necessary these officers to promptly resolve personnel problems or grievances;~~
- ~~2. Assist as necessary these officers to undertake not less than once each calendar year a job performance evaluation of each appointed deputy;~~
- ~~3. Assist as necessary these officers in the appointment, promotion and when necessary for the good of the City the suspension or termination of an appointed deputy;~~
- ~~4. Assist these officers and their deputies as necessary to carry out their duties and financial responsibilities;~~

- ~~5. Assist these officers as necessary to carry out their actions and directives that require administrative implementation or where the Mayor and/or Common Council have so directed;~~
- ~~6. Be responsible for such other personnel practices and matters in conjunction with the Council, the Personnel Committee and the foregoing officers as shall be assigned or delegated by the Mayor or Council;~~

~~(j) The City Administrator shall carry out promptly, efficiently and effectively the following general personnel related duties:~~

- ~~1. Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions, for all City employees are kept; coordinate and administer the City's compensation plan, develop classification and salary schedules, job evaluation and performance evaluation procedures and rating forms and recommend to the Personnel Committee and Common Council salaries and classifications for City employees covered by the compensation plan; monitor and assure compliance with the City's collective bargaining agreements; develop and coordinate the implementation of high standards of performance by City employees; assure that City employees have proper working conditions; assure compliance with all local, state and federal laws and regulations applicable to hiring and employment practices;~~
- ~~2. Assist the Personnel Committee, the Mayor and the Common Council in labor negotiations and collective bargaining issues and bring tentative agreements to the Council for ratification;~~

~~3. Work closely with and assist all department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.~~

~~4. Carry out all actions and directives of the Mayor, Common Council and Personnel Committee which require administrative implementation in personnel practices or where the Mayor and/or Common Council have so directed, except where such authority is vested by Wisconsin Statutes or the Municipal Code of Ordinances in a Board or Commission or other City officer.~~

~~5. Coordinate and conduct a monthly meeting with the Mayor, department heads and City officers in order to coordinate City programs and to keep all departments and officers current in regard to City programs and practices and to implement the administration of the day to day business affairs of the City.~~

~~6. Be responsible for such other personnel practices and matters as shall be assigned or delegated by the Mayor or Common Council.~~

~~(4) The City Administrator shall carry out promptly, efficiently and effectively the following budgeting and purchasing responsibilities:~~

~~(i) In conjunction with and under the direction of the Mayor, City and Council and Finance Committee coordinate, assist and be responsible for the preparation of the annual City budget in accordance with such guidelines as may be provided by the Mayor, and Council and Finance Committee and in coordination with department heads Department Heads and City officials and pursuant to State Statutes and coordinating the review and approval of. Administer the budget as adopted by the Mayor, the Finance Committee and the Council.~~

~~2. Administer the budget as adopted by the Council.~~

~~3. (ii) In coordination with the Finance Director:~~

~~Perform the duties and responsibilities of Comptroller as set forth in §62.09, Wis. Stats. 62.09(10);.~~

~~4. Report regularly to the Mayor and Council on the current financial condition and future needs of the City and research the availability of alternative sources of funding for local programs and projects and advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals.~~

~~5. Administer and supervise the accounting system of the City and insure ensure that the system employs methods in accordance with current professional accounting practices; monitor~~

~~Monitor revenues and expenditures and maintain debt schedules; coordinate financial advisors, bond counsel and rating agencies on debt issues.~~

~~6. Serve; and serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, provided that the expenditure has been specifically approved in the City budget and provided that the purchasing procedures established by the Council and any limitations provided by the Wisconsin State Statutes are followed; and~~

~~7. Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.~~

Coordinate, assist and approve requests for proposals, assist ~~department heads~~ Department Heads in the preparation of specifications and the scheduling of authorized purchases to coincide with budgetary authorization

and cash flow considerations and analyze bids with department heads and assist in the compilation of bid recommendations for Council approval.

(iii) Report regularly to the Mayor and Council on the current financial condition and future needs of the City.

(iv) Keep the Council and Mayor informed of the availability of and changes to local, state and federal laws concerning funds for local programs and assist Department Heads and the Council in obtaining these funds under the direction of the Mayor and the Council; advise the Mayor and Council of methods of procuring such funds; analyze and prepare reports on the fiscal impact of various proposals for such funds.

(v) Execute contracts on behalf of the City when such execution has been expressly authorized by directive or resolution of the Council.

(vi) Carry out all actions and directives of the Council in conjunction with budgeting and purchasing and which require administrative implementation or where the Mayor and/or Council have/has so directed.

(vii) Be responsible for such additional budgeting and purchasing matters as shall be assigned or delegated by the Mayor or Council.

(4m) All officials, City officers and employees of the City shall cooperate with and assist the City Administrator and the City Administrator shall similarly cooperate with and assist all officials, City officers and employees of the City so that the City government shall function effectively and efficiently.

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume ____.

City Clerk:

CITY OF BARABOO
Position Description

Class/Title: City Administrator
Grade: Contract
Department: Administration
Reports To: Mayor and Common Council

Created June 2009/ Updated: April 2019

GENERAL PURPOSE: The City Administrator is the chief administrative officer of the City. This position is responsible for the administration of the ordinances, services and policies set forth by the Common Council and for the administration of all day-to-day business affairs of the City.

SUPERVISION:

Received: Baraboo operates under a Mayor/Council form of government. Corporate authority to operate the City is vested in the Common Council and the Mayor. The Administrator is responsible for and works under the direction, control, and command of the Council and takes direction from the Mayor.

Exercised: Cooperate with and assist the Police and Fire Commission, Library Board, and Community Development Authority in areas where they are vested with authority by Wisconsin Statutes or the City's Code of Ordinances. Work closely with and through these bodies in the administration of their departments. The Administrator will cooperate with and assist other City officers vested with authority by Statutes and the City's Code of Ordinances to administer and manage within their departments. The Administrator has the powers that are granted pursuant to City Ordinances, resolutions, and directives of the Council.

ESSENTIAL PURPOSE, POWERS, DUTIES AND RESPONSIBILITIES: *(The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. **Perform These General Duties:**

- a. Establish administrative procedures to increase effectiveness and efficiency of City government according to current local government practices.
- b. Work cooperatively with City Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Mayor, or a Council member.
- c. Keep informed about federal, state, and county legislation and administrative rules affecting the City. Submit reports and recommendations to Council.
- d. Keep Council and Mayor informed of state and federal law changes impacting the City and that concern federal, state, and county funds available for local programs. Assist Department Heads and Council in obtaining funds.
- e. Represent the City in matters involving legislative and intergovernmental affairs.
- f. Act as the City's public information officer.
- g. Establish and maintain procedures to facilitate communications between citizens and City government to resolve complaints, grievances, and other matters.
- h. Promote the public and private sectors.
- i. Provide leadership in the development of short/long range plans; responsible for the planning and program analysis of studies, reports, and recommendations.
- j. Develop procedures, methods, and techniques that meet the City's present and future needs and improve efficiency, effectiveness, and quality of City services and programs.
- k. Implement the administration of day-to-day business affairs of the City.

2. **Perform These General Responsibilities For The Common Council:**

- a. Attend Council meetings and assist Mayor and Council in the performance of their duties.
- b. Ensure that agendas and materials are readied for Council, Committee, and other meetings.

- c. Assist in preparing ordinances and resolutions as needed.
 - d. Keep Mayor and Council informed of Administrator's activities by issuing oral or written reports.
 - e. Oversee management of the Baraboo-Wisconsin Dells Regional Airport including all operations under the direct responsibility of the Airport FBO.
 - f. Recommend appointment, promotion, and suspension/termination of Department Heads.
3. **Carry Out These General Personnel Related Duties:**
- a. Serve as City's personnel officer and delegate personnel tasks as appropriate.
 - b. Ensure complete and current personnel records, including specific job descriptions for all City employees.
 - c. Coordinate and administer City's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Finance and Personnel Committee and Council.
 - d. Develop and coordinate implementation of high standards of performance for employees.
 - e. Ensure that City employees have proper working conditions and remain up-to-date on best practices for employee safety.
 - f. Ensure compliance with local, state, and federal laws applicable to employment practices.
 - g. Conduct labor negotiations and collective bargaining discussions and bring agreements to the Council for ratification; monitor and ensure compliance with the City's collective bargaining agreements.
 - i. Carry out directives of the Mayor and Council, except where authority is vested by statute or code in a Board, Commission, or other City office.
 - j. Organize and conduct status meetings with the Mayor and Department Heads to coordinate programs to keep everyone current on City programs and practices.
 - l. Evaluate, at least annually, the job performance of Department Heads, and assist Council, Boards, and Commissions in appointment, promotion, and suspension/termination of a Department Head.
 - m. Ensure City policies (Employee Handbook, Employee Safety Manual, etc.) are up-to-date and are communicated to City employees.
 - n. Assist Department Heads with regard to specific personnel matters and problem resolution:
 - i. Provide administrative direction, supervision, and coordination for Department Heads and employees.
 - ii. With Department Head cooperation, appoint, promote, and suspend/terminate employees below Department Head level.
 - iii. Work to resolve personnel problems or grievances.
 - iv. Work with and assist Department Heads to ensure that employees receive opportunities for job-related knowledge and skill improvements through training and approve budgeted Department Head and employee requests to attend conferences, meetings, training schools, etc.
 - v. Assist Department Heads to recruit, train, and evaluate subordinate employees with at least annual performance evaluations.
 - o. Assist, cooperate, and work with Police and Fire Commission, Airport Commission, Park and Recreation Commission, Library Board, and the Community Development Authority with regard to personnel matters:
 - i. Coordinate and assist with the annual job performance evaluations of their Department Heads (as applicable).
 - ii. Seek advice and recommendation on personnel policy related matters before implementing material changes.
 - iii. Make final decisions on the Airport Manager's performance and on the hiring and/or termination of any airport personnel.
 - iv. Assist with resolution of personnel problems or grievances.
4. **Carry Out These Budgeting And Purchasing Responsibilities:**
- a. In conjunction with and under the direction of the Mayor, Council, and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual City Budget.
 - b. In coordination with the Finance Director:
 - i. Prepare and administer an annual budget for the Baraboo-Wisconsin Dells Regional Airport.

- ii. Administer the Council adopted budget.
- iii. Perform the duties and responsibilities of Comptroller as set forth in Wisconsin Statutes.
- iv. Report current financial condition and City's future needs to Mayor and Council; research availability of alternate funding for local projects; advise the Mayor and Council of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
- v. Administer and supervise the City's accounting system and ensure that the system employs methods in accordance with current professional accounting practices.
- vi. Monitor revenues and expenditures and maintain debt schedules.
- vii. Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- viii. Serve as City's purchasing agent. Supervise purchasing and contracting for supplies and services, provided it's a budgeted expense and provided Council's procedures and limitations provided by Statutes are followed.
- ix. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Council approval.
- c. Carry out Council actions and directives in conjunction with budgeting and purchasing which require administrative implementation or where directed by the Mayor or Council.
- d. Responsible for budget and purchasing matters assigned or delegated by the Mayor or Council.
- e. Execute contracts on the City's behalf when authorized by Council directive, policy or resolution.
- 5. **Peripheral Duties:**
 - a. Perform other duties assigned by the Council, Mayor, or City Committees, Commissions, or Boards.
 - b. Implement ordinances, resolutions, and directives of the Mayor, Council, and its Committees. Report difficulties encountered and progress/completion to the Mayor and Council.
 - c. Direct the activities of the Information Technologies Workgroup.
 - d. Represent the City on ad hoc bodies or at meetings or projects directly affecting the City.
 - e. Serve as the manager of the Baraboo-Wisconsin Dells Regional Airport.
 - f. Ensure any and all delegated tasks are performed to the highest caliber.

DESIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A Master's Degree in the field of public administration, political science or urban planning is preferred.
2. Experience in municipal planning and urban design.
3. Knowledge of personal computers, computer networks and standard office equipment.
4. Accounting and budgeting experience.
5. Experience working with citizens, contractors, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
6. Comfortable delegating work, accepting responsibility and working independently.
7. Extensive public speaking and presentation experience.
8. Experience with Emergency Management and ICS 100, 200, 300, 400 and 700 certificates.
9. Live within the City limits within two years of appointment.
10. Ability to multitask and modify priorities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. **Working Knowledge Of:** Fund accounting; computers and electronic data processing, including Microsoft Office Suite; Legal descriptions and documents.
2. **Knowledge Of:** State Statutes, particularly Chapter 62 of the Wisconsin State Statutes relating to cities; State Open Meetings and Records Act; Generally accepted accounting principles; Budget administration, and State and Federal Rule 114 relating to airport management.

3. ***Must Have:*** Excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations.

TOOLS AND EQUIPMENT USED: Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and 10-key calculator. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and Outlook. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address City emergencies including when out of town or after hours.

PHYSICAL DEMANDS: *(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include:

1. Clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
2. Sufficient personal mobility as to permit the employee to visit other city, county, state, and private-sector offices and work locations.
3. Able to manage a demanding schedule of early morning and late night meetings.
4. Able to pass employment physicals including drug testing.

WORK ENVIRONMENT: *(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* Many meetings are off-site and require travel by automobile to locations outside the City in all manner of weather conditions.

SELECTION GUIDELINES: Formal application, rating of education and experience, oral interviews, reference checks, background checks, and job related testing may be required. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE CITY OF BARABOO IS AN EQUAL OPPORTUNITY EMPLOYER